

RECORD OF PROCEEDINGS

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

April 28, 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 April 14, 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

ROAD AND CEMETERY:

- **Opening and Closing Fees – Proposed Increase:** Tom Shafer, Road and Cemetery Superintendent, asked the Board to consider an increase in fees for these services. The current fee is \$500 for Monday through Friday, 7 a.m. – 2:30 p.m. After 2:30 p.m., the cost increases to \$650. Weekend cost is also \$650. Tom is recommending a \$100 increase in order to keep up with expenses. The current cremation cost is \$300 during the weekdays (until 2:30 p.m.); \$400 after 2:30 p.m. weekdays, Saturday, Sunday and holidays. After discussion, it was determined Tom will gather cost comparisons from surrounding cemeteries for their opening and closing costs, as well as checking the overtime costs for Greenfield Twp.
- **LTAP Sign Grant:** Tom reported he had applied for this grant, and included the Village of Carroll on the grant. The grant is for \$7,500. He reported he thinks we will be getting the signs instead of the money. This may allow the township to obtain a digital rolling sign that he had requested from the Trustees last fall. The digital sign is valued at \$1,200 - \$1,500. Tom confirmed he had applied for specific signs on the grant, which will be shared with the Village of Carroll.

Tom reported the department has been busy with cemetery lot purchases, patching roads/holes, and next week cemetery footers will be poured.

Trustee Searle inquired about the possible discipline matter discussed at last meeting. Tom stated he had nothing to report at this time, but would have an update in the future.

Trustee Kosch inquired re: the asphalt bid with the county for this season. Tom reported he had bid for 30,000 gallons. He explained it was better to bid under rather than over. Also, the bid states an insulated spot tank will be supplied to whomever wins the bid. Tom stated he could potentially get a tank lined up for both Greenfield and Liberty Townships so they wouldn't need to wait for the county to finish with it; or, so the county wouldn't need to wait for the Townships to finish. Fiscal Officer Wyne inquired as to whether a contract was initiated with Liberty Township. Tom stated he had not done so, but would look into it.

Trustee Searle inquired on the status of the salt purchase for the year. Tom stated the Board had recently signed the resolution for participation in the salt contract. He explained the salt in the barn currently was a culmination of few mild winters the past three years. This is why he wanted to get 150 ton out of contract, as he feels the price of salt will skyrocket in the future. He said the building was built for 1,000 tons of salt; he estimated

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there is close to 600-700 ton there currently. He knows he can get the 300-ton order under roof, and it also can be delivered in lesser amounts, rather than all at once.

ZONING BUSINESS

- Kunselman: Kevin Yeamans, Zoning Inspector, reported the Kunselman hearing was held last Wednesday, and the set-backs were approved.
- Siemer: There was no update on the Siemer property/apartments. Kevin had spoken to the developer and it was determined the check he had submitted would be used toward the application process for the R-3, rather than refunding and writing a new check, which would cause more work and processing on both ends. Kevin noted there is no change in the fee; the zoning amendment fee is \$1,200. Trustee Cotner asked and Kevin confirmed he would be re-processing the entire application, and would then get it to RPC and the Zoning Commission for the public hearing scheduling.
- Removal of Multi-Family Housing from Zoning Code: Meeting has been set for May 18, 2021, and notices have been sent.
- Variances and Applications: Two more variances have been received, as well as two applications - one for a house on Coonpath Road; one for a re-zone. Kevin confirmed the re-zone would be sent to both RPC and the Zoning Commission at the same time.
- Trustee Cotner asked whether Drummond Construction has filed their paperwork for the property beside Lancaster Sports Cycle. Kevin confirmed they had; a financial advisory building will be going in that location. He also confirmed the culvert permit had been paid.
- Trustee Searle asked about whether there was any money owed back to the Siemer project for fees that had been paid. Kevin responded no money was owed. The \$800 check for the variance had been returned to them.
- Trustee Searle also inquired about the Zoning Commission hearing on the multi-family housing: Does the zoning amendment have to go to RPC? Kevin confirmed the Township does not need to send it; the Zoning Commission will send it. This occurs after the hearing. Trustee Searle also asked about public notification on this item. Kevin stated it is on the Township website, and he would check on the Eagle Gazette posting. Kim Wickham with the Zoning Commission posts it at the post office, and Kevin confirmed it is posted at the Greenfield Township office.
- Zoning Fee Information Sheet: Trustee Cotner confirmed all the Trustees had the zoning fee sheet. Discussion continued re: comparing other township fees in order to determine any increases that are in order. After discussion, it was determined a special meeting with Kevin and the Trustees would be scheduled to review this information and decide upon any increases and/or additional fees needed.

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ROAD DEPARTMENT:

Four Ten-Hour Days in the Summer Months: Tom had discussed with Fiscal Officer Wyne the possibility of the Road Department working four ten-hour days during the summer months. He noted this schedule was attempted a few years ago; however, there were several weekend funerals, and that ended the schedule due to the increased overtime. Discussion was held concerning time-off needed during this schedule, as well as having someone on duty every day of the week, i.e., not scheduling everyone for the same day off. Fiscal Officer Wyne stated that holidays during the 10-hour work week, will require the employee to revert back to an 8-hour work week and the employee will be paid 8 hours of holiday pay. She also advised if there is a funeral on their off day, she recommends that they adjust their schedule the week of the funeral so they are not in an overtime status. She also advised if an employee takes a day off then they will be charged 10 hours of leave time. Tom recommends this schedule be in place from June through September, when the most outside work needs to be completed. Fiscal Officer Wyne noted this would need to be implemented at the start of a pay period.

FROM THE FISCAL OFFICER:

Fiscal Officer Wyne distributed financial reports.

- Trustee Cotner made a motion to pay the bills associated with warrants 34090 through 34110 and Electronic Debit 41-2021 which are listed on the payment report; seconded by Trustee Kosch.
ROLL CALL: Cotner: Yes Kosch: Yes Searle: Yes. Motion Passed 3-0
- Trustee Kosch made a motion to approve the Purchase Orders and/or Then and Now Purchase Orders; Trustee Cotner seconded.
ROLL CALL: Cotner: Yes Kosch: Yes Searle: Yes. Motion Passed 3-0
- A motion was made re: Resolution 2021-04-28-01: For the following transfers of funds: \$243.84 from Fund 2031-330-381-0000 to Fund 2031-330-382-0000. \$6,475.50 from Fund 2191-220-381-0000 to Fund 2191-220-382. One was for property tax and one for liability.
Trustee Cotner moved; Trustee Kosch seconded the motion.
ROLL CALL: Cotner: Yes Kosch: Yes Searle: Yes. Motion Passed 3-0

Trustee Searle inquired as to whether there was any update re: the old fire station contract. Fiscal Officer Wyne stated she did not have any new information; Josh stated he has it on his list. She noted she's also waiting to hear from Amy re: the cemetery request funds. Discussion was held re: the activities held in the building, which is booked well into the next few months, and the need for the Village to raise the usage fee in order to have funds for the upkeep of the building. Fiscal Officer Wyne stated she'll email Josh again for an update.

Trustee Searle also inquired re: the indigent burial fund and whether the Township has ever taken advantage of applying for that money. Tom Shafer stated it has been applied for in the past; no funds

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were ever received, and no communication occurred re: any reason for this. It was surmised that all the funds were used/distributed in the early part of each year.

Fiscal Officer Wyne also raised the issue of creating a new resolution re: holding virtual meetings. She'll need a heads-up if a new resolution needs to be created. She noted the Governor had extended the virtual meeting opportunity through 12/31/2021. After discussion, it was determined Trustee Searle will email Heidi Fought again to inquire what other Townships are doing. It was also discussed having a sign-up sheet for attendees to limit the number to meet the six-foot requirement for the spacing. Chief Smith noted there was a Google form that could be used for this purpose.

FIRE DEPARTMENT BUSINESS:

- Homebound COVID Vaccination Program: Chief Smith reported this program continues and he was able to vaccinate two more homebound residents last Friday; their second vaccination is scheduled for the end of May. One resident was waiting for the Johnson & Johnson vaccine, so she'll be vaccinated once it becomes available again.
- Hands-Only CPR Training - BCHS: Chief Smith reported the Bloom Carroll High School freshman class will receive hands-only CPR training tomorrow. This will involve approximately 175 students. He noted tourniquet/stop bleeding training would be included. Chief Smith was able to obtain tourniquets for all the classrooms.
- Fairfield Medical Center - training for Fire Department: Chief Smith reported he has been working with FMC cardiac doctors to find out if they would be willing to come in to provide training to the fire department.
- DOT Inspections: Chief Smith reported he has been working with Midwest to have the department vehicle maintenance done. Engine 2 was just completed; Medic 2 is currently being inspected. The fleet will be cycled through. Since there is no yearly maintenance program in place, this maintenance work will hopefully catch any issues before they become major problem/cost issue. Discussion continued concerning having these records kept on file, and possibly using them to decrease the cost of liability insurance.
- Annual Report: Trustee Searle inquired about an annual report for the Department. Chief Smith is working on compiling this information. This will include a breakdown by zones and calls for the year. He can also provide type of incident info. It is currently broken down by number of fires, EMS, hazmat, service calls, false alarms, and any natural disaster-type issue. Walk-ins can also be included. It was noted Fiscal Officer Wyne also needs this information when an audit takes place. Trustee Searle suggested including any community involvement items in the report.

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FROM THE TRUSTEES

- **IT Support:** Trustee Cotner made a motion to hire Bill Cipparrone to provide IT support and maintenance to the Township. The charge is \$40 per hour. Discussion was held concerning the process of cleaning and installing a new operating system, getting rid of the server, and moving all information to a Google drive and store in the cloud. Once all the updating is completed, Bill will train all users on the new system. Trustee Searle seconded the motion.
ROLL CALL: Cotner: Yes Kosch: Yes Searle: Yes. Motion Passed 3
- **Zoning Inspector Compensation:** Trustee Searle noted this conversation in Executive Session from the April 28, 2021 meeting. Trustee Cotner stated this would be discussed at the next special meeting.
- **Meeting Attendance and Compensation:** Trustee Searle raised the issue of compensation for attendance at the Trustee Meetings. Discussion was held concerning the attendance at meetings by Tom Shafer, Kevin Yeamans and Chief Smith. It was noted they should be dismissed from the meeting once their report has been given and all discussion completed, in order not to hold them over from their work day/duties.

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

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

Meeting adjourned at 5:40 p.m.