

RECORD OF PROCEEDINGS

Minutes of

Greenfield Township Trustees

Meeting

May 10 2023 - Held 6:00 PM

The Greenfield Township Trustees met in regular session at the firehouse. Trustee Kosch 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 26, 2023, Trustee Kosch asked if there were any corrections needed. 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 Wyne distributed the financial reports.

Fiscal Officer Wyne stated that the April bank reconciliation has been completed and was given to the Trustees for their review and signatures.

Trustee Cotner made a motion to pay the bills associated with warrants 35261 through 35278 and Electronic Debits 61-2023 through 66-2023 which are listed on the payment report; seconded by Trustee Searle.

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

Trustees signed a cemetery deed for Christopher and Mary Toops, Lot 193, Section E, Graves 3 & 4 in Carroll Cemetery.

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

- **New Engine for Ferris Mower:** The new engine was received and installed. Everything is working as it should.

Road mowing started yesterday. The side mount mower required some repairs. An outer support bearing failed on the cutter shaft. Bearings will be purchased to repair it. A large leak on top of the transmission was repaired when it was being converted to a road mower.

- **Summer Paving Project:** Tom met with Dominic Caminiti of Strawser Construction. Together, they went through the subdivisions so he could give pricing on the microsurfacing and crack sealing work that needs to be done. In Oak Creek (subdivision off Pleasantville Road), he said the cracking is extensive; it is not deep, but more prominent than the other subdivisions; and recommended that it be cape sealed which is chip sealed first, and then microsurface on top of that. Tom stated that the chip seal could be done by the Township in order to save some money; however, since it is in a subdivision, Tom is recommending the contractor complete all of the work, and assume the liability. Then, if there are issues of stone loss, mailbox damage, etc., it will be the

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contractor's responsibility/liability. Trustee Kosch asked if this company also does mastic work. Tom reported they do, but they tend to subcontract it out to Justin Hines, who completed mastic sealing for the Township last year. Mr. Caminiti recommended that if the Township used them in the past, they should continue to work with them. He also stated his company works in conjunction with Mr. Hine's company and they work well together.

Regarding the mastic sealing, Tom spoke with Todd VanKirk at ODOT last week. He is the manager over all of the contracts, including the salt contract, the 101G contract, and over one hundred others. There are two parts to the issue since there is federal money involved. Mr. VanKirk stated that none of the work the Township wants to do needs to be bid out. Trustee Searle asked for clarification regarding the use of the ARP funding in this situation. Tom explained that he had called the Auditor of State's office and spoke with Jim Rader. He explained the situation of the bidding process as it relates to using the ARP funds. Mr. Rader recommended that bids be sought to be on the safe side; however, he agreed that the 5513-01 contract does not require that the work be bid out, as long as the contractor is being chosen from ODOT's website. Tom has also spoken with Eric McCready at Fairfield County regarding the microsurfacing work that the Township wants to have done. Eric said he would review the pricing structure the Township receives from Strawser. He will compare it to the bid the county had put out a month ago that had to be rebid, due to only receiving one bid that was over the engineer's estimate. Eric said he could have their office draft up the bid documents and prepare it for the Township, also.

Discussion continued as to the amount of time the process was taking to get the correct answers in order for the work to get done. Dawn explained she had spoken with Amy in the Prosecutor's Office after the last Trustee meeting, at the request of the Board. Amy recalled speaking with Tom and Dawn about this issue last year, so she spoke with Jeremiah Upp, Fairfield County Engineer. Mr. Upp confirmed that no work can be done without the Engineer's Office approval. Amy advised Dawn to talk with Jeremiah, and then get back with her and hold a meeting. Dawn confirmed that she will not spend any of the ARP money until she has a legal opinion and the process is being followed correctly.

Trustee Kosch asked if the specs will be written by Jeremiah or Eric so the bid for the work product is the same from each vendor. Tom stated there is likely a spreadsheet that addresses the general guidelines for what the thickness should be for microsurfacing and the pound rate for crack sealing.

Trustee Cotner suggested that any work planned for Victor Road be delayed until the work on Election House is completed, as traffic will be rerouted there this summer by the county.

After further discussion regarding the timeliness of the process, Dawn suggested that Tom notify her and Lonnie once he has met with Eric McCready to review the pricing from Strawser. Then, she and Lonnie can speak with Amy to keep things moving.

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- **Mowers:** Trustee Kosch asked how long it will take to get the bearings for the mower. Tom said he expects to get them within two to three days, and the cost will be around \$200 each. He also raised the issue of buying two new front steering tires for the 6320 road mower, because they are almost bald. The cost will be under \$1,500 for both tires. The Board was in agreement with the purchase.

FLOOR: Glenna Slone, 5615 Havenport Road, was in attendance to raise the issue of the drain tile that is clogged and causing water to back-up and pool. This not only affects their property, but also the adjoining property. Mrs. Slone stated they were told some time ago that the easement is measured from the middle of the road to the tile, and she asked if this was correct. The Board confirmed that the right-of-way is measured in this manner. Mrs. Slone reported they had measured before attending the meeting this evening, and the middle of the road to the tile is 32 feet. This is where the water backs up and pools, and there is a telephone pedestal in this area, so this problem causes telephone outages for several people after every rain. The other end of that same tile is 19 feet from the center of the road to the tile, or 11 feet from the edge of the road, depending on how the measurements are done. She also stated that the area is very low, and needs some fill dirt to bring it parallel to the rest of the ground. In the summer, the mosquitos are excessive due to the pooling of water.

Tom Shafer reported he had spoken with Mrs. Slone about this issue last week, and invited her to the Board meeting. He explained the Township right-of-way in that area is only 33 feet, so it is measured 16 ½ feet from the center line of the road to either side. This means the tile is off the Township's right-of-way. He stated they had been advised by legal counsel in the past that they shouldn't spend money off of the Township's right-of-way. Trustee Kosch confirmed this information, and stated there had been an attempt (30 years ago) to have the landowners pay for the tile all the way through that area. However, only two of the landowners were willing to do so, and the Township could not spend taxpayer money to complete the tile work. At one time, the Township had cleaned it out using a fire truck to clean it and flush it out. There was a gas pipe that was replaced at the end of Canal. Mrs. Slone also asked if it was a concern for the Township due to the telephone pedestal that is in that flooding area. Trustee Kosch explained it is likely in the telephone company easement which they would have purchased to place their utilities. It is unknown whether the telephone company would address the water issue, but it is possible they may move the telephone pedestal if Mrs. Slone contacts them.

Trustee Cotner stated that the Fairfield County Health Department could be contacted to come out and spray the flooded area for the mosquito issue. The Township plans to have this done in some areas this spring/summer.

Mr. Slone asked about any plans in the future to repave Havensport Road in this area. He stated there were other roads paved in that area in the past, but Havensport Road was not repaved. Tom Shafer explained that the road is structurally sound, although narrow in spots. The Township schedules the roads in the worst shape to be repaved first. He explained the Road Department is doing the best they can with the budget they have. The cost for repaving has increased significantly over the last several years.

ZONING BUSINESS: Tom Erlewein, Zoning Inspector, reported on the following items:

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- **Public Complaints:** Tom presented an unsigned citizen complaint he had received regarding a business operating out of a residence. His understanding is that the Township does not respond to anonymous complaints.
- **Upcoming Meetings:**
 - There is a Trustee Hearing scheduled for May 17, 2023 at 6:30 p.m. regarding 4730 Wilson Road and the Planned Rural Business - conditional use rezoning. The notices have been posted.
 - The next Zoning Commission Meeting is scheduled for June 15 at 6:00 p.m. The notices will be posted and room reservation confirmed with the Firehouse. The issues to be addressed will be: reworking the definition of conditional use; solar development under 50 MW; adding the definition for tiny homes, and reference to them under MH code. Also, adding new language for conditional use renewal process to assure compliance once granted.
- **Public Complaints:** continued: The complaint on 4159 Election House Road has been resolved, as the proper documentation has been received. The remainder of the listed complaints provided to the Board are business operations.
- **South Central Power Incentive Update:** The deadline for this incentive program is June 19, 2023. The study has been completed regarding an evaluation of the existing conditions of the building, and this has been sent to the Board. Approval for a change order is now needed to produce a set of bid drawings in order to install new security lighting. The study also made suggestions for some improvements related to ADA compliance, although these are not part of the incentive program.

Trustee Cotner made a motion to pay \$4,000 for the final design drawings for bid purposes; Trustee Searle seconded the motion.
ROLL CALL: Cotner: Yes Kosch: Yes Searle: Yes Motion Passed 3-0
- **Zoning Application Status:** There are five open applications at this time; eight have been processed in the past week. Tom has also taken on the Driveway Application process in order to keep the process consistent. He is using the same form that is used for the standard permits, and then contacting residents to notify them the permit is ready to be picked up.
- **Additional Items:**
 - **30 Day Public Notice for Businesses Operating Out Of Residential R-1 Property:** Lengthy discussion was held concerning the 30 Day Public Notice and the process for notifying residents of the Township. Dawn and Tom have discussed doing a Township-wide mailing to every resident. The 30 day notice can be changed to a 60 or 90 day period, depending on input from the Trustees. Dawn stated she could work with North End Press to have them copy and mail the notice, and she could contact them for a cost estimate. The Board felt that a 30 day notice would be too short of a timeframe; and that it should be longer.

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Tom reiterated that the 30 day period was not to get a resident through the process, but to get their application submitted.

Kyle Gleich, 4475 Carroll Eastern Rd., stated he understood the process of becoming compliant as a Township; however, he asked why this process wasn't moving forward, instead of going after people who are on the back end of this; going after people who had had conversations with other zoning inspectors. He noted it had taken him two weeks to get into an attorney, so he felt the residents should have 60 to 90 days to get ready for this attack from the Township.

Tom Erlenwein explained this process was not an attack; that it has been in place for some time, but it was selectively enforced. At this point in time, there are more complaints, it has become more prevalent in the community, and the Township is trying to get ahead of the situation. Tom has spoken with the county and legal counsel, and is ready to begin this process. There are complaints on the computer that were never closed out. He was open to making the timeframe longer in order to bring them into compliance. He also noted there are changes being considered in the resolution due to the conditional uses being abused.

Jeff Williamsen, 1201 Winding Oak, asked if there was going to be a vote on this process, or a separate hearing? The Board stated the Zoning Inspector had the authority in the state of Ohio to do this; and other Townships already do this, so no vote is required.

Dawn Wyne, Fiscal Officer, suggested that if a notice is being sent regarding this zoning change, then perhaps a newsletter with a section from each Township Department could be sent instead, and then the cost could be shared among each Department.

The consensus from the Board was to make the notice a 60 day timeframe, rather than a 30 day timeframe.

- **Tiny House Zoning Discussion:** Tom reported that Steve Eversole and James Johnson had attended the last Zoning Commission meeting to discuss their concerns about tiny home development. This is one of the definitions that the Zoning Commission wants to work on, as tiny homes are not well-defined in the current code. Tom thought the sites where Mr. Johnson wants to put nine tiny home was zoned B-1, but Mr. Eversole presented a map to show that they are zoning MH. Per the MH code, the building density is too high. Tom wanted the Board to be aware that there will be further discussion on this issue. There are a small number of lots within a specific area. Tom noted that Mr. Johnson could apply for a variance against the MH code and the density he is proposing.

Trustee Cotner stated he had spoken to the Bonita Drive resident and they have resolved their clogged pipe/ditch situation. He has cleaned it out and the water is running through it.

Dawn stated that she and Tom Erlenwein had spoken about the contractor for the lighting, and she also consulted with Amy. The dollar amount is under the threshold requirement for

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advertising for bids, so three quotes will be sought. Tom will be establishing a date for a pre-bid walk through, and then a bid package will be created. A resident asked why multiple bids or quotes would not be sought in order to save the Township money. Tom stated he has five names at this point; they are all from the Township and were recommended by Steve Eversole. Tom has also contacted Claypool Electric.

FIRE DEPARTMENT BUSINESS: Chief Brad Smith presented the following items:

- **Station Vehicles:** Engine 2, the back-up engine, is back at the station. But there is a crack in the frame on the driver's side. There are estimates to repair or replace it, and they range from \$40,000 to \$60,000 to repair. This was found when Bloom was completing repairs on the truck. It was noted Bloom had been using the truck since February 2022. Because the truck is 30 years old, the Department was discussing whether it made more sense to repair the truck vs. replacing it through a FEMA grant next year. The truck was refurbished in 2014 with an updated light package. It holds 1,000 gallons, the same as the current engine.

Pump testing was completed yesterday for both engines; everything passed. Bloom and Amanda Townships also participated, which provides a cost savings for everyone.

The draft trailer needs new tires (dry rot on all tires; they are from 2007) and estimates are being sought.

- **Medicare Ground Ambulance Data Collection System Audit - Submitted:** Greenfield Township was selected for this audit which has been submitted. Several other departments in the county were selected for the audit, as well.
- **Special Events/Training:**
 - Blood Drive on May 18, 2023 from 10 a.m. to 6 p.m., conducted by Veritas, through OSU.
- **FEMA Mitigation Project:** Brad shared a list of the projects that have been submitted and approved by FEMA. The deadline is May 31, 2023 to submit any additional projects. In August, there will be an actual grant process.
- **Tornado Siren Drivers:** Derek Blevins of the EMA had sent an email to the Board regarding the tornado siren drivers. One of the sirens is getting close to the 50% threshold. Each driver is approximately \$420. One of the sirens will need six drivers. The Township is responsible for this purchase. There are two sirens in the Township. There are grants that can be used, such as the South Central Power Grant. This is also included in the Hazard Mitigation Plan. There are nine total drivers that need to be replaced, at a cost of approximately \$4,000. Hopefully, a grant can be obtained. The sirens are both functional at this time.

Trustee Searle asked if the Engine 2 is a usable truck at this time. Brad does not feel it is, based on how large the crack in the frame is. Also, it runs the length of the truck, along the area where the water for the tank is located. The unofficial quote on a repair was \$40,000. With a 30

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year old truck, there are likely more issues that would be found during the repair process. There are two “L” shaped brackets that are probably impacted, but this is unknown until the truck is dismantled and the bed is taken off the truck.

- **Part Time Candidates:** Most of the candidates have their paperwork done and submitted, so Carlton will be reaching out to Dawn soon to get them started next pay period. Dawn confirmed that one will start on May 16. Carlton stated two more candidates should have their paperwork in before the end of the week, so their start date will depend on when they submit their paperwork.
- **Full Time Candidates:** Brad reported two candidates had passed their stress test and the documentation should be received this week. The other candidate, Shawn Schlabach, who had passed the test, has withdrawn his application due to the pay cut he would have taken. The position will be reexamined to determine how to proceed.

A resident asked how the pay could be increased. Trustee Searle stated the fire department is in a bargaining unit, Local 4422; they negotiate any pay increase with the Board. The department did get a 15 percent pay increase this year. In order to have another pay increase, a levy would have to be passed. He also asked how long the period of time was between the pay raises? According to the current contract, they receive a raise every year. However, part of the issue is that the Department went several years with no increase in pay; therefore, they got behind. Cost comparisons have been done with surrounding Townships, and Greenfield is in line with those areas. Trustee Searle reiterated that all of the full-time firefighters are paramedics, so any responders are qualified.

FROM THE TRUSTEES: There was no business presented from the Trustees.

With no further business to be discussed, a motion to adjourn was made by Trustee Cotner; seconded by Trustee Searle.

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

Meeting adjourned at 7:19 p.m.