

RECORD OF PROCEEDINGS

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

May 12, 2021

Held 4:00 PM

The Greenfield Township Trustees met in regular session at the Greenfield Township Fire Department. 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 28, 2021, Trustee Cotner asked if there were any changes to the minutes. Trustee Kosch made a motion to approve the minutes as written; Trustee Searle seconded the motion.

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

FISCAL OFFICER

Fiscal Officer Wyne distributed financial reports.

Trustees were provided the end of month for bank reconciliation report for April for review and signatures.

Trustee Cotner made a motion to pay the bills associated with warrants 34111 through 34131 and Electronic Debits 42-2021 through 52-2021 which are listed on the payment report; seconded by Trustee Kosch.

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

Fiscal Officer Wyne stated that she emailed each of the Trustees the Liberty/Greenfield Contract (Resolution 2021 05 12 01) for review. She advised that the year and equipment rates were changed. Trustee Searle made a motion to accept Resolution 2021 05 12 01 for the Liberty/Greenfield Contract; Trustee Kosch seconded.

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

Fiscal Officer Wyne stated Amy from the Prosecutor has prepared a document to present to the Judge to see if the Cemetery Bequest funds can be closed out and the money in those funds be transferred to the Cemetery Fund.

- **Cemetery Deeds:**

Trustees signed cemetery deed for Phyllis Holtz, Lot 177, Section E, Grave 3 in Carroll Cemetery.

Trustees signed cemetery deed for John Richard King, Jr, Lot 177, Section E, Graves 1&2 in Carroll Cemetery.

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Trustees signed cemetery deed for Anita Burnett, Lot 172, Section C, Graves 3 in Carroll Cemetery.

Trustees signed cemetery deed for Edward Cooper, Lot 78, Section E, Graves 3 in Carroll Cemetery.

- **Fairfield County OTA Meeting:** Fiscal Officer Wyne asked who was planning on attending the Fairfield County OTA meeting on Sunday, May 23 at 6:00 p.m. at the AAA building at the Lancaster Fairgrounds? Trustee Cotner stated that he could attend. Trustee Kosch and Fiscal Officer Wyne stated they may attend.
- **Possible Bond Refinancing:** Fiscal Officer Wyne raised the issue of a possible bond refinancing on the Fire Department building. She has been contacted by Michael Burns, who estimates the savings over the life of the bond to be \$71,536 after all other fees. This would be a savings to the taxpayers. The final maturity date on the bond is December 1, 2032. Mr. Burns has offered to meet with the Trustees to discuss the refinancing. The interest rate would go from 2.94% to 2.20% with the refinancing. No decision was made on setting a meeting with Mr. Burns.

Fiscal Officer Wyne stated that there have been a couple of items tabled from several meetings ago that need to get resolved:

- **Zoning Permits for Website:** Kevin provided an updated Zoning Permit and the information that had been attached to the Zoning Permit for review and a decision had not been made at two separate meetings if we are to proceed with the new permit. After discussion, it was determined that Chief Smith will update the form and send it to Kevin. Chief Smith also stated he could combine all the forms in one PDF.

ROLL CALL: Cotner: Yes Kosch: Yes Searle: Yes.

- **KLA Risk Consulting Recommendation:** During the March 10 meeting, Trustee Searle questioned the KLA Risk Recommendations and was tabled so that Fiscal Officer Wyne could resend the recommendations from the IT meeting and the Loss Control meeting. How are we proceeding. After discussion, it was determined a separate meeting needs to be held on Tuesday, May 25, 2021 at 4 p.m. at the township office to discuss and determine any necessary policies or update existing policies.

ZONING

- **May 18, 2021 Public Hearing – rescheduled:** Kevin asked if the May 18, 2021 hearing needs to be cancelled. Trustee Cotner affirmed the meeting needs to be cancelled, per the

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Prosecutor's Officer. It is recommended a public hearing needs to be set to address a change to zoning amendment and zoning book. It was noted the public notice with the change to this meeting needs to state "Greenfield Township" and also state "public hearing". Discussion continued regarding posting requirements and the timeline of same for public notice of cancellation of hearings and notice of hearings/rescheduled hearings in the newspaper, as well as on the township website, at the township office and the post office. It was determined that Trustee Searle will communicate with Kim Wickham of the Zoning Commission to reschedule the hearing after May 29, 2021.

- **Zoning Amendments:** Kevin reported there are two zoning amendment hearings to be heard by the BZA on May 26, 2021: Scott Lines; and the BW LLC multi-family housing.

Kevin reported he has received a request from the owner of a local dog kennel who wants to sell coffee at his establishment. Kevin will be contacting the prosecutor's office to discuss this request.

FIRE DEPARTMENT

- **Engine 562 Repairs:** Chief Smith reported repairs were recently made to this truck, including brakes, mufflers and exhaust. He requested a motion to approve payment to Midwest Towing in the amount of \$4,324.81. Trustee Searle moved and Trustee Kosch seconded the motion to approve payment of these repairs.
ROLL CALL: Cotner: Yes Kosch: Yes Searle: Yes Motion Passed 3-0
- **Part-time Resignation:** Chief Smith reported Jeff Rosencrance had submitted his resignation effective June 1, 2021. Trustee Searle moved to accept the resignation of Firefighter Rosencrance; Trustee Cotner seconded the motion.
ROLL CALL: Cotner: Yes Kosch: Yes Searle: Yes Motion Passed 3-0
- **South Central Power Grant:** Chief Smith reported Lt. Sean Tobin had submitted a grant to South Central Power which has been awarded in the amount of \$3,439.80. This will be used to purchase new ice/water rescue gear. The existing water gear is at least 15 years old.
- **BCHS CPR Training:** Chief Smith reported the CPR and tourniquet training was successful, and the principal expressed his appreciation to the Fire Department for their work on this.
- **Eastland-Fairfield Career Center:** Chief Smith reported the Fire Department will be attending the Career Center to discuss how the Department interacts with the Police Department on scene. They will be available to answer questions and discuss the Fire

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Department work, as some students are on the fence about whether they want to pursue the police force or the fire department for their career.

- **Bloom Carroll Elementary School – new building**: Chief Smith reported there are some issues with their fire pump and radio systems. Greenfield is working with the EMA and some others on these issues.
- **Annual Summary**: Chief Smith stated the annual summary will be available later this week or early next week.

ROAD

- **Liquid Bid – Fairfield County Engineer’s Office**: Tom Shafer, Road and Cemetery Superintendent, reported he had received the liquid bid from the FCEO for \$1.67/gal for HFRS2, which is what is normally used; and \$1.87 for the HFRS2 E – with polymer. The bid was made for 30,000 gallons which comes to \$50,100 for the HFRS2; or - \$56,100 for the HFRS2 E – with polymer. Tom would like to work with the HFRS 2 E as it could potentially last longer and prolong the maintenance cycle. Discussion continued regarding how often the roads need to be done and what effects this need.
- **Stone Purchase**: Tom requested to purchase one-thousand tons of stone before the price goes up. There is some material left from last year. After discussion of estimates, delivery fees, etc., the decision was made to have Kull Brothers Trucking haul the stone. Trustee Kosch made a motion to approve \$9,500 for hauling the stone; Trustee Searle second the motion.

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

Tom also requested approval to purchase the limestone from Sargent Stone at a rate of \$16.50 per ton for one-thousand tons. Fiscal Officer Wyne recommended the approved amount be increased somewhat in order to cover any cost that would exceed the approved amount. Trustee Cotner made a motion to approve \$17,500 for purchase of one-thousand tons of limestone from Sargent Stone. Trustee Kosch seconded the motion.

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

Tom requested the amount to be approved for the chip/seal season for the HFRS2 product at \$60,000. He confirmed the Fairfield County Engineer’s Office will sign the contract, as they have done in the past. Trustee Cotner made a motion to approve up to \$60,000 for the HFRS2 product; Trustee Kosch seconded the motion.

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

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

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- **Fee for Cemetery Deed Transfer:** Tom proposed an amendment to the cemetery fee schedule to charge for any request for a cemetery deed transfer from one family member to another. He's had several of these recently and they take a lot of time to research the history and prepare the information. Fiscal Officer Wyne recommended this be discussed with the Prosecutor's Office before any decision is made on this proposal.
- **Increase in Cemetery Fees:** Lengthy discussion took place concerning increasing cemetery fees, including opening and closing fees for both graves and cremations, weekdays vs. weekends and holidays, etc. This information is also taking into consideration/comparing other local cemeteries and their fee schedules. The decision was made for Tom to create the new proposed fee schedule as discussed, and bring it back for review and approval at the next meeting.
- **Vacation Requests:** Tom presented two vacation requests: One from Jeff Bondurant, and one for himself. Jeff has requested July 7 - 14, 2021. Tom has requested June 5 - 11, 2021. At this time, it was determined the Trustees should go into Executive Session to discuss a potential disciplinary issue before moving forward with approving the vacation requests.

Trustee Searle made a motion to go into Executive Session. Trustee Kosch seconded the motion.

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

Fiscal Officer Wyne noted the time Executive Session was entered as 5:39 p.m.

Trustee Searle made a motion to come out of Executive Session; Trustee Kosch seconded the motion. Fiscal Officer Wyne noted the time Executive Session was ended and regular meeting resumed as 5:49 p.m.

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

Trustee Searle moved to recommend a counseling for the disciplinary issue discussed in Executive Session, and noted Tom Shafer will create the letter to document the counseling for a Road Department employee. Trustee Cotner seconded the motion.

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

Trustee Kosch asked Tom if he had been in communication with a person who was inquiring about a government marker that needs to have inscription placed/which side of the headstone for a two-person lot. (The stone – government marker - is in the wrong spot.) Tom stated he had spoken with her today.

Trustee Kosch also inquired about when mowing would begin. Tom stated this would probably be starting next week.

RECORD OF PROCEEDINGS

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Trustee Searle inquired when foundation would be poured. Tom stated this would probably also start next week.

Trustee Kosch stated he could assist with mowing, if needed.

TRUSTEES

Trustee Searle had forwarded an email from Heidi at OTA regarding public meetings. The email states the Governor's order does not apply to trustee meetings. In her opinion, the meetings could be open now. Discussion continued regarding when to open the meetings to the public, and the time to set for the meetings. Fiscal Officer Wyne confirmed the new schedule would be posted on the website as well as at the township office.

- **Road Department – Summer Work Hours Schedule:** Tom Shafer raised the issue of the Road Department employees working four ten-hour days in the summer months, to begin with June and continue through September. Discussion continued regarding what this would look like, any emergencies that would arise causing overtime, etc. It was noted that any week including a holiday would revert the working hours back to five eight-hour days. Trustee Searle noted the four ten-hour day schedule could be started on a contingency or trial basis. Tom also noted an adjustment to hours would be made if a funeral was scheduled during the work week. Tom stated he would discuss it with the Road employees again to confirm they want to work this schedule. It was noted the schedule would need to be started at the beginning of a pay period, and could be confirmed at the next Trustees meeting. This would start with the pay period beginning Sunday, May 30, 2021, although the first week of the pay period will need to be five eight-hour days due to the Memorial Day holiday on Monday, May 31, 2021. The second week of the pay period would be worked as four ten-hour days.
- Fire Chief Smith reported he had been contacted regarding property on Ety Road and whether it belongs to Greenfield Township or Lancaster City. After discussion, it was recommended to contact Lancaster GIS to get clarification.

Trustee Kosch made a motion to adjourn; Trustee Cotner seconded.

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

Business concluded; meeting adjourned at 6:10 p.m.