

RECORD OF PROCEEDINGS

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

May 26, 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 May 12, 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

FIRE DEPARTMENT BUSINESS:

- **Project Homebound:** Chief Smith reported this vaccination effort continues.
- **Engine Rescue 561:** New brakes were installed after inspection revealed one of the brake pads was completely cracked.
- **FEMA Grant:** Chief Smith reported things are looking good on the FEMA grant. He has been contacted by FEMA twice with additional questions, so it appears the process is progressing. This grant would be used to replace all the air packs which are 15 years old; as well as the compressor system used to fill the air bottles, which is 30 years old. This will also include a cascade fill station, which will allow them to fill two bottles at the same time. Also, an additional face piece will be purchased for each firefighter.
- **Fairfield Medical Center Recognition for Run Times:** Chief Smith shared the flyer from FMC which recognized Greenfield FD twice for their response time (door-to-door) as it relates to a balloon (heart) procedure.
- **Policies and Procedures:** Chief Smith had printed some of the items that will potentially be presented to the Board.
- **Annual Report:** Chief Smith reported the Annual Report data was compiled to include fire runs and mutual aid. He reported the normal average is approximately 750-800 runs, which stayed about the same, even with the pandemic. March and April 2020 had decreased runs; however, the number increased in the summer and winter months with an influx of COVID. Fiscal Officer Wyne suggested that all Township Departments should have an annual report, and these should be added to the Township website. This information will also be helpful for her when she attends the budget hearing. It was noted there is a counter to track how often the website information is viewed. She also suggested that an annual newsletter with highlights of the services to the Township be sent to the Township residents. Fiscal Officer Wyne asked Chief Smith to notify her if/when the cascade system is replaced as the appropriations will need to be increased, as this will need to go through Josh.

FROM THE FISCAL OFFICER:

Fiscal Officer Wyne had distributed financial reports via email.

- Trustee Cotner made a motion to pay the bills associated with warrants 34132 through 34154 and Electronic Debit 53-2021 which are listed on the payment report; seconded by Trustee Kosch.

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

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- Trustee Cotner made a motion to approve Resolution 2021 05 26 01 to amend the 2021 Revenue and Appropriations in the following funds:

*Fund 2272 currently has \$50.27 to be appropriated
Fund 2272 estimated revenue for 2021 is \$5.00*

*Fund 2273 currently has \$5.29 to be appropriated
Fund 2273 estimated revenue for 2021 is \$3.50*

*Fund 2274 currently has \$2.98 to be appropriated
Fund 2274 estimated revenue for 2021 is \$2.50
Motion was seconded by Trustee Kosch.*

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

ROAD AND CEMETERY: Fiscal Officer Wyne reported on behalf of Tom Shafer, Road and Cemetery Superintendent, who was not in attendance. Both Tom and Jeff Bondurant, Road Department employee, wish to move forward with working four ten-hour days in the summer months, Monday through Thursday. This would become effective with the pay period beginning May 30, 2021 (pay date June 24, 2021). However, the first week of the pay period will be worked as eight-hour days due to the Memorial Day Holiday on May 31, 2021. This will be the same situation for any week with a holiday, i.e. Independence Day/July 4th, and Labor Day, September 6, 2021. The four ten-hour day schedule will continue through September 30, 2021, on a contingent basis. The Trustees or the employees will be able to discontinue the four ten-hour day summer schedule upon discussion and approval.

Trustee Cotner made a motion to approve the four ten-hour day summer schedule, Monday through Thursday, effective May 30, 2021 through September 30, 2021 – as long as there are no issues. Trustee Searle seconded the motion.

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

Trustee Searle noted the Trustees will need to keep track of the workload during the summer schedule. He also raised the issue of the footers being poured in the cemetery ahead of Memorial Day, and if there had been issues that caused the delay in the footers being poured. Tom told Dawn he was not able to get the cement delivered until Friday, May 28, 2021. Discussion continued regarding when the footers are being poured and when they should be poured, obtaining the concrete and having it delivered, etc. It was noted the forms for the footers are in the cemeteries and ready to be poured. Trustee Cotner stated he would check with another company to find out if they would be able to deliver sooner if they send a bill to the Township; Fiscal Officer Wyne confirmed that could be done, and they would need to submit a W-9 form to the Township in that case.

ZONING BUSINESS: Kevin Yeamans, Zoning Inspector, reported he was preparing for two variance meetings to be held back-to-back at the Township Office beginning at 6:30 p.m. this evening. He also noted he was able to contact the Eagle Gazette and cancel the posting for the hearing scheduled for June 8, 2021, as they

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would not have been able to post it until June 2, 2021, which would not meet the posting requirement. He stated the variance issues this evening were concerning square footage issues for buildings. Citizens are requesting larger buildings in order to store campers, RV's, ATV's, etc. It was confirmed these changes would then need to go through the Zoning Commission. Discussion continued regarding keeping a list of potential changes to the Zoning Code to be taken to the Commission. Trustee Cotner suggested having a set schedule for a public hearing in November each year when things are a little slower for the Zoning Inspector to review this list of changes. Trustee Searle also raised the issue of cancelling a public hearing, with the current cancellation being the second time this has happened recently. Discussion continued concerning the hearing notices being submitted to the paper, and the timeframe in which the notices of public hearing are required. The notices must be published for at least ten days prior to the hearing, and can be published for a longer period than ten days – but not less than ten days. Additional discussion was held concerning the increasing workload for the Zoning Inspector due to growth in the Township. Trustee Cotner suggested the Board may need to consider increasing the Zoning Inspector's hours, at least temporarily, in order to complete all the work that is being required. It was determined additional hours for the Zoning Inspector, as well as compensation for him, need to be discussed in Executive Session.

Trustee Kosch made a motion to enter Executive Session to discuss compensation, and Trustee Cotner seconded the motion.

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

Fiscal Officer Wyne noted Executive Session was entered at 4:45 p.m. Fiscal Officer Wyne was not in attendance.

Trustee Cotner noted the return from Executive Session at 5:15 p.m. Roll call was taken and all Trustees were in attendance. It was noted the Fiscal Officer was not in attendance for the remainder of the meeting.

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

Trustee Searle made a motion to transition the compensation of the Zoning Inspector from salary to hourly at a rate of \$30 per hour for up to ten hours per week. He can set the schedule he wants to work, whether this is three, four or five days per week. The hourly wage will apply to his attendance at public hearings: Zoning Commission meetings, Board of Zoning Appeals meetings, Trustee meetings, and Zoning Hearings he attends. He will be compensated at this rate for work completed at home, including phone calls, and he needs to keep a journal of work performed and the time used to complete the work. Trustee Cotner seconded the motion.

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

FROM THE TRUSTEES

- **Special Meeting – May 25, 2021 – KLA Risk Consulting – Certificate of Liability question:**
Trustee Searle reported he had spoken with Cathy Gonzales of KLA Risk Consulting concerning this question from the May 25, 2021 meeting. She stated this has become a national standard where a

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contractor (typically larger contractors) names an entity, such as a township, as an additionally-insured entity on their policy. However, it does not have to be done with smaller contractors, such as townships typically deal with. The Township can record this in its procedures to show that they request this certificate; however, it is not necessarily required.

Ms. Gonzalez did confirm that the “Hold Harmless Agreement” does need to be a requirement. Anyone who does business with the Township must sign a “Hold Harmless Agreement”.

It was agreed to hold the follow-up meeting on the OTARMA recommendations (from the May 25, 2021 Special Meeting) on Monday, June 14, 2021 at the Township Office – 4 p.m.

Trustee Searle raised the issue of opening the Trustee Meetings to the public once again, as the Governor is lifting the mask mandate effective June 2, 2021.

Trustee Searle made a motion to open the Trustee Meetings to the public beginning Wednesday, June 9, 2021, starting at 7 p.m. at the Greenfield Township Firehouse. Trustee Kosch seconded the motion.

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

Trustee Searle also noted all future hearings should also now be open to the public, rather than virtual.

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

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

The meeting was adjourned at 5:25 p.m.