

# RECORD OF PROCEEDINGS

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

June 9, 2021

*Held 7:00 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.

At this time, Trustee Cotner turned the floor over to Assistant Fire Chief Slade Schultz. Chief Schultz presented his resignation letter, to be effective immediately. Trustee Searle thanked him for his years of service, especially in the role of Acting Chief. Trustee Searle made a motion to accept the resignation as presented; Trustee Kosch seconded the motion.

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

After each trustee reviewed the minutes from the Special Trustee's Meeting held on May 25, 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*

After each trustee reviewed the minutes from the Trustee's Meeting held on May 26, 2021, Trustee Cotner asked if there were any changes to the minutes. Trustee Kosch 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 had distributed financial reports via email.

Fiscal Officer Wyne stated May bank statement has been reconciled and is ready for trustee review and signatures.

- Trustee Cotner made a motion to pay the bills associated with warrants 34155 through 34168 and Electronic Debit 54-2021 through 63-2021 which are listed on the payment report; seconded by Trustee Searle.

*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 Searle seconded.

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

- Fiscal Officer Wyne thanked Chief Smith for the completion of the Fire Department Annual Report, noting that he and his staff did a very good job.
- Fiscal Officer advised at the May 12<sup>th</sup> meeting that she was contacted by Michael Burns about refinancing the Fire Station, it was decided that the township would meet with Michael Burns. An email was sent out asking availability but no one responded but Brad. She has since been contacted by Michael Burns asking

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when he could meet with the Board. Mr. Burns suggested he would be willing to attend the next Trustees' Meeting to present the information. The trustees agreed with this plan.

- The Township has received two (2) letters of interest for positions on the Board of Zoning Appeals. The letters are from Joshua Arter and Jeff Williamson. Discussion continued concerning the open alternate positions on the Board of Zoning Appeals, as well as the Zoning Commission – one open alternate position on each. Trustee Kosch suggested it might be a good plan to have a person from the Zoning Commission serve on the Board of Zoning Appeals as they would be knowledgeable about the Zoning Book and the process. It was decided to have Kevin Yeamans, Zoning Inspector, weigh-in on this issue.
- Fiscal Officer Wyne had provided the updated lease agreement for the Civic Center/former firehouse. Discussion continued regarding the rental price, cost of utilities and insurance, etc. Trustee Searle confirmed the current proposed lease was written for two years, to commence July 1, 2021. He made a motion to move forward with the lease which was prepared by the Prosecutor's Office. Trustee Cotner seconded the motion.

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

It was recommended to have Trustee Cotner sign the lease since he is the chairman, as there is only one signature line and take it to the Village of Carroll.

Fiscal Officer Wyne stated she would like to schedule the FY22 Budget Hearing for Wednesday, July 14, 2021 at 7:00 p.m. prior to the regular Trustees' meeting. All agreed to hold the budget hearing at that time, and it will be addressed first, prior to regular business being addressed at the meeting.

- During the meeting on May 26, the Board voted to change the way Zoning Inspector is paid. It was stated he is paid \$30.00 per hour for up to ten hours per week. The hourly rate applies to his attendance at public meetings and hearings. Also, he will be compensated at his rate for any work completed at home and he is to keep a journal of work. Fiscal Officer asked for clarification for payroll processing purposes:
  - Is the attendance of meeting and hearings **in addition** to his regular ten (10) hours?  
**Yes** – attendance at meetings and hearings is in addition to the ten hours worked per week.
  - Since he is being paid hourly, she would like the board to be specific on how both she and Kevin are to determine the minutes, i.e. 15-minute intervals, or minute for minute?

After discussion, it was determined that Kevin will be paid in fifteen-minute increments. This will include when he is not in the office, and taking/returning phone calls. He will need to keep a log of phone calls in and out, who he spoke with, and how long the call lasted. This will also be useful for audit purposes.

Trustee Kosch made a motion to pay Kevin for attendance at zoning meetings and hearings, **IN ADDITION** to the ten-hours per week he has been approved to work. This motion also includes paying Kevin in fifteen-minute increments. Trustee Searle seconded the motion.

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- Fiscal Officer Wyne advised that according to FLSA, Tom is not being paid correctly for attending Trustee meetings. Prior trustees had set a standard fee of 1.5 hours overtime for Tom's attendance. Tom should be paid time and half for any hours that exceed his normal 40 hours a week in active pay status. After discussion, it was determined Tom should be paid at the overtime rate for attendance at Trustees' Meetings for any hours over his 40 hour work week in active pay status.

Trustee Kosch made a motion to pay Tom Shafer, Road and Cemetery Superintendent, at the appropriate overtime rate for any overtime hours incurred in order to attend Trustees' Meetings. Trustee Searle seconded the motion.

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

- Trustee Searle raised the issue of the Zoning Commission and Board of Zoning Appeals (BZA) being paid for a hearing and a meeting in one night. He stated this had been addressed last year by telling the Zoning Commission they could not be paid for two meetings in one night; they would only be paid for a hearing. Discussion continued regarding how this was set-up and approved in a prior trustee's meeting, Fiscal Officer Wyne asked if Trustee Searle recalled the date of the meeting this was discussed. Fiscal Officer Wyne stated from what she recalls that the Zoning Commission scheduled a meeting to schedule another meeting. Fiscal Officer Wyne also reminded the Board that the Assistant Prosecutors advised that the BZA needed to get their minutes approved timely after their hearings since their hearing determination could be moved by the applicant into the legal system. She advised that the each of those meetings were held to get hearing minutes approved from a previous hearing and it just happened that was the same night as another BZA Hearing was scheduled Upon further discussion, Trustee Cotner made a motion for the Zoning Commission and the Board of Zoning Appeals to only be paid for one hearing or one meeting – whichever is the higher dollar amount – when both a meeting and hearing are held on the same date. Trustee Searle seconded the motion.

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

- Trustee Searle questioned the two payments for both meetings and hearings on 4/21/21 and 5/26/21, specifically. After discussion, a motion was made by Trustee Searle for the Board of Zoning Appeals members and the Zoning Inspector to only be paid for hearings that were held on 4-21-21 and 5-26-21. Trustee Cotner seconded the motion.

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

Those employees that were paid for the meetings will be require to repay the meeting fees back to the township through payroll deduction.

### **FIRE DEPARTMENT BUSINESS:**

- **Project Homebound:** Chief Smith reported this initiative continues, with the second round of shots being administered next week.

## RECORD OF PROCEEDINGS

Minutes of Greenfield Township Trustees Meeting

June 9, 2021

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- **SCBA:** Chief Smith reported the Department has been reaching out to vendors regarding air packs. This information is being gathered now in anticipation of receiving the FEMA grant. Then, the Department will already have the purchasing information they need to move forward. He noted the current air packs are 15+ years old. Each unit cost is approximately \$6,000. Chief Smith has requested 15 units on the FEMA grant. Trustee Cotner advised he sees no problem with this purchase and it could come out of the General Fund if for some reason the FEMA grant is not granted. Fiscal Officer Wyne questioned why the General fund and not the Fire Fund or the Fire Capital Fund as those would be the appropriate funds. Discussion continued regarding which fund this purchase would be made from: General vs. Fire. Chief Smith also noted at some point in the future Medic #2, which is a 2003 model, will need to be replaced. The unit currently has 100,00+ miles on it.
  - **BCHS Baseball Team Send-Off:** Chief Smith reported the Department participated in the send-off for the Bloom Carroll High School baseball team send-off.
  - **Bloom Carroll Elementary:** Chief Smith reported a fire alarm inspection will be held on Friday. Everything else is moving in the right direction with the elementary school.
  - **Resignation:** Chief Smith presented a resignation from Firefighter Cole Moore, effective immediately. He has accepted a position with the City of Columbus. Trustee Searle made a motion to accept Firefighter Moore's resignation, effective immediately. Trustee Kosch seconded the motion.  
*ROLL CALL: Cotner: Yes Kosch: Yes Searle: Yes. Motion Passed 3-0*
  - **Part-time position – return:** Chief Smith reported Lester Dutton had returned from overseas, and wishes to return to his part-time position/hours. He'll need to go through a new-hire process in terms of a drug test, physical, etc. Chief Smith will work with Fiscal Officer Wyne to have these processes completed in order to return to active part-time status. Trustee Searle asked if any certifications will need to be updated. Chief Smith reported the certifications were put on hold via the state of Ohio because he was active military. Firefighter Dutton will be certifying/recertifying any necessary requirements. Trustee Cotner made a motion to reinstate Lester Dutton as a part-time firefighter. Trustee Kosch seconded the motion.  
*ROLL CALL: Cotner: Yes Kosch: Yes Searle: Yes. Motion Passed 3-0*
- Fiscal Officer Wyne asked if this was the same situation as when Firefighter Dutton took leave in the past? The current leave was an actual military deployment via Army Reserves; the first time he was off work for an extended period, he went on his own via a contract. She noted whenever the leave is an official military leave, he cannot be taken off the roster.
- **Lt. Reaves – Additional Education Hours Request:** Chief Smith reported Lt. Reaves would be running out of education hours, and was requesting an additional 120 hours for his teach back for his teaching certification. Trustee Searle made a motion to give Lt. Reaves an additional 120 hours of education time. Trustee Cotner seconded the motion.  
*ROLL CALL: Cotner: Yes Kosch: Yes Searle: Yes. Motion Passed 3-0*

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### **FROM THE TRUSTEES:**

Trustee Searle reported he had checked the Coonpath Road parcel for which there is a public hearing scheduled on June 15, 2021. He noted the zoning sign was not posted; it is required to be posted at least ten days prior to hearing. Trustee Cotner stated he would take the sign and post it tomorrow.

Trustee Searle also raised the issue of doing away with virtual meetings, which was voted upon at the last meeting. He noted the next two public hearings were scheduled as virtual meetings. Fiscal Officer Wyne noted that she nor Kevin was made aware decision as they were not in meeting when this was discussed nor was it clear when she listened to the recorder as she had to call Dave to get a clear answer. After discussion, it was determined the two hearings could be held as a hybrid – both virtual and public.

Trustee Searle asked the status of the noxious weed complaint raised by Brooks Rice. Trustee Searle noted he had spent an hour today with Mr. Rice discussing the issue. Mr. Rice has not been able to get anywhere with the issue with his neighbor. Per the Ohio Revised Code, the neighbor must be notified by the Township Trustees to cease growing these noxious weeds, specifically Canadian thistle, pokeweed, and pigweed. Trustee Searle stated he would type the letter to notify the neighbor of Mr. Rice to cease the growing of the noxious weeds. Fiscal Officer Wyne asked how the letter was going mailed to the homeowner? She recommended certified and if Kent wanted, he could send the letter to her and she would put it on letterhead and take it to the post office to be mailed certified.

Fiscal Officer Wyne also asked the status of the complaint book for the township, and whether it was still being used? She noted this noxious weed issue should have been written-up for the complaint book. It was noted that keeping a complaint book was an OTARMA recommendation, and would be helpful to show if the complaint had been resolved and how.

Trustee Searle also raised the issue of a complaint he received regarding the grass-cutting in the township. The complainant noted the township's right-a-way grass was not cut ahead of the Memorial Day Holiday. The complainant also noted Liberty Township has 55 miles of road; Greenfield has 39, and Liberty has already cut their grass twice this season with the same amount of manpower. It was noted that Greenfield has two tractors that can be used to cut the right of ways/roads. After discussion, it was determined this issue will be raised at the next meeting when Tom Shafer is present.

Trustee Searle stated he had a phone conversation with Amy and Josh of the Prosecutor's Office concerning the multi-family housing in the township. They had also spoken with Trustee Cotner. They feel it could be problematic for the township to eliminate multi-family housing. Their recommendation is to tighten up R3. There is one apartment building on Old Columbus Road that is a four-family building. They suggested limiting R3 to one four-family building; to do anything less than that would put the property out of compliance. The PUD needs to be rewritten, as well. They volunteered to meet with the Zoning Commission to help them with this amendment; the Trustees are not required to attend this meeting. Trustee Searle had reached out to Kim Wickham to have her set-up a meeting with Amy and Josh which has been scheduled.

**RECORD OF PROCEEDINGS**

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Trustee Cotner made a motion to put the hearing regarding multi-family living on hold until further notice. Trustee Searle seconded the motion.

Fiscal Officer Wyne asked if the new language would have any effect with the Resolution that had been signed for eliminating the multi-family structure and was advised by Trustee Searle that it would not have any effect.

Trustee Searle stated that Trustee Kosch asked him to inquiry from the Prosecutor's if it was possible to go in with another township to share the cost of the comprehensive plan, which he had discussed with Josh and Amy. He asked whether Greenfield Township could go together with another Township, e.g., Bloom Township, and share the cost. He was advised that yes, this could be done, as long as both Townships share the cost equally and each receives an equal return for their payment. Discussion continued regarding possible other townships who could be included other than Bloom Township, and how this process would work, with each township having different ideas and needs for land usage.

At this time, Trustee Searle made a motion for the Trustees only to go into Executive Session to discuss a personnel matter. Trustee Kosch seconded the motion.

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

The trustees went into Executive Session at 8:17 p.m.

The trustees returned from Executive Session at 8:45 p.m.

Trustee Cotner made a motion to come out of Executive Session; Trustee Kosch seconded the motion.

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

Trustee Searle during the executive session there was discussion on an employee. He stated noted a decision may not be made about the employee issue discussed until the next meeting.

Trustee Kosch raised the issue of whether mask wearing is mandatory at hearings? Since the mask mandate has been lifted, mask-wearing is optional.

Trustee Searle asked if the Zoning Commission had a recorder to use for their hearings. Fiscal Officer Wyne stated they do have a recorder but to her knowledge it had not been returned by the previous Zoning Commission secretary. Trustee Cotner advised that the Commission doesn't use a recorder. Fiscal Officer Wyne noted public hearings are required to be recorded. She stated the Zoning Commission could borrow the Township recorder once the trustee meeting that is held next is downloaded for transcription. Trustee Searle stated he could pick-up the recorder once he is advised by Dawn.

Trustee Kosch had questions for both Tom Shafer, Road and Cemetery Superintendent, and Kevin Yeamans, Zoning Inspector, but he will table them for next meeting since neither gentleman is in attendance.

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Fiscal Officer Wyne stated that her and Chief Smith was talking when they were in executive session that maybe the Complaint Form could be made into a PDF and loaded on the Township website. The form could be made fillable, which would save handwriting or typing the information. Trustee Searle stated he thought that was a good idea.

Trustee Searle asked if any special arrangements needed to be made for the hearing on June 15, 2021. The chairs will be spaced as required. If more chairs are needed, they will be set-up in the bay. Trustee Cotner stated that the speakers need to be limited on the amount of time they are permitted to speak. Fiscal Officer Wyne suggested that attendees should be advised at the beginning of the meeting what the limit is. Trustee Cotner noted any virtual attendees should be advised they have one and a half minutes to present their side. The issue was also raised of whether or not all three trustees were allowed to attend the meeting. Trustee Kosch noted he had been advised they could all attend – as long as they are not participating in any decision-making process; they may attend as a concerned citizen.

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 8:53 p.m.