

RECORD OF PROCEEDINGS
Minutes of Greenfield Township Trustees Meeting
June 10, 2026 - Held 6:30 PM

The Greenfield Township Trustees met in regular session at the Firehouse. Trustee Kosch called the meeting to order at 6:30 p.m., and led those present in the Pledge of Allegiance. Dave Cotner and Lonnie Kosch were present; Jennifer Sitterley was absent.

From the Fiscal Officer:

Fiscal Officer Bichard presented the minutes of the April 28, 2026 Special Meeting-Public Meeting for approval. Trustee Cotner made a motion to approve minutes as written; seconded by Trustee Kosch.

ROLL CALL: Cotner: Yes Kosch: Yes Sitterley: Absent Motion Passed 2-0

Fiscal Officer Bichard presented the minutes of the May 27, 2026 Trustee Meeting for approval. Trustee Kosch asked about the date of the OTA meeting which Greenfield Township is hosting as stated in the minutes. Fiscal Officer Bichard noted that Trustee Cotner has provided the wrong date of the OTA meeting during the May 27 meeting and that the correct date was June 29 rather than June 30 as stated by Trustee Cotner. Trustee Kosch asked that the meeting date be changed in the minutes to reflect the accurate date of the OTA meeting. Fiscal Officer Bichard asked for the minutes to be approved with that correction. Trustee Kosch made a motion to approve minutes with the noted correction; seconded by Trustee Cotner.

ROLL CALL: Cotner: Yes Kosch: Yes Sitterley: Absent Motion Passed 2-0

Fiscal Officer Bichard requested a motion to approve purchase order 34-2026 for Brosius & Johnson in the amount of \$5,000 for legal fees; Trustee Cotner made a motion to approve this purchase order; seconded by Trustee Kosch.

ROLL CALL: Cotner: Yes Kosch: Yes Sitterley: Absent Motion Passed 2-0

Fiscal Officer Bichard requested a motion to approve purchase order 35-2026 for Julian & Grube in the amount of \$7,500 for audit fees, for fifty percent of the total bill for the audit fees; Trustee Cotner made a motion to approve this purchase order; seconded by Trustee Kosch.

ROLL CALL: Cotner: Yes Kosch: Yes Sitterley: Absent Motion Passed 2-0

Fiscal Officer Bichard requested a motion to approve blanket purchase order 56-2026 for account 2021-330-599-0000 which is the other expense account in the amount of \$8,000. Trustee Cotner made a motion to approve this blanket purchase order; seconded by Trustee Kosch.

ROLL CALL: Cotner: Yes Kosch: Yes Sitterley: Absent Motion Passed 2-0

Fiscal Officer Bichard asked for a motion to approve the payment report which includes warrants 4135 through 4153; and electronic debits 127-2026 through 135-2026. Trustee Cotner made a motion to approve the financial statements, warrants and electronic debits; seconded by Trustee Kosch.

ROLL CALL: Cotner: Yes Kosch: Yes Sitterley: Absent Motion Passed 2-0

Fiscal Officer Bichard reminded Trustee Kosch he needed to delegate his email, and provided a copy of the email which gives the directions for delegating his email access to the Greenfield Township records email address so she can have it for public records purposes.

Fiscal Officer Bichard presented a new form which will be provided to all department heads for new hires, terminations, changes, etc. When this is presented at a Board meeting, the trustees can sign it, she will sign it, and it will be placed in the personnel file. This will eliminate the need to search through meeting minutes trying to find the information regarding personnel actions, and when changes occurred. Even if it doesn't require a motion, she will still ask the trustees to sign off on the form.

Fiscal Officer Bichard presented ORC 9.64 which had been discussed previously concerning the cybersecurity policy. This is required to be in place by July 1, 2026. There is a resolution passed and put in place last year, so that requirement is met; however, there are several other things that need to be done. There needs to be a person designated for the policy and compliance, etc.; she noted Jeff Williamsen had done a lot of work and helped her with this issue, and nominated him as the lead on this.

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Trustee Cotner made a motion to make Jeff Williamsen the lead on the cybersecurity policy and implementation. Trustee Kosch stated he was concerned with the fact that Jeff is a part-time employee in this role; and felt it should be a full-time person. It was pointed out that a former trustee had been the lead on this, and he was part-time; there are no other full-time positions to take this role. After discussion, Trustee Kosch seconded the motion.

ROLL CALL: Cotner: Yes Kosch: Yes Sitterley: Absent Motion Passed 2-0

Road and Cemetery Department: Tom Shafer, Road and Cemetery Superintendent presented the following business:

- **Cemetery Deeds:** Deeds presented for signature for: John & Michele Rowland, Carroll Cemetery, Section E, Lot 235, Graves 1, 2 & 3; James & Esther Thompson, Carroll Cemetery, Section E, Lot 86, Graves number 3 & 4; signed by the trustees present.
- **SDRP - State Disaster Relief Program Update:** Regarding the severe flooding on July 27, 2025, there were several roads that received damage. The estimated reimbursement from SDRP is \$342,228.27. A large portion of this money is based on county engineer estimates (SDRP did not want Tom's estimates) for repairs on Coakley Road and Burchey Road. This means the township will actually be closer to an estimated \$250,000 for reimbursement for materials, time, labor, equipment, etc. He asked Trustee Cotner to sign the agreement since he was chair of the Board at the time of the flood. Tom read a portion of the document from Natalie Janney, Disaster Tech, SDRP: "The authorized agent for the grant, Trustee Dave Cotner, needs to sign and return this agreement to receive the first reimbursement payment". Fiscal Officer Bichard asked for instructions for where this money needs to be recorded, and whether it would be in the same place as the cannabis money that has been received. After discussion, it was determined she and Tom will review the process and payments, and determine how things were paid/from which fund(s), and where the SDRP reimbursement money should go.
- **New Road Signs:** Two of the new signs have been installed. The Road Department has also built their own speed trailer. Data from the sign on the east side of Ginder Road for May 29 through June 10 indicated 4,543 cars headed westbound toward 158; average speed 38 mph. Data for the second sign placed on the west side of Ginder for cars headed eastbound toward 158 for June 3 through June 10 indicated 5,022 vehicles; average speed 37 mph. Tom acknowledged there are offenders who are driving faster than the average speed.

He went on to explain there were many conversations with the county and ODOT about the increased traffic in the area, and what to do to alleviate this situation. ODOT suggests shutting Ginder Road down at 158. Tom noted this would cause people to use Brook Road and Sheets Road, so there would need to be a barricade placed at Sheets Road and Ginder, and also at Brook Road and Ginder; the barricade would need to say "Road closed at State Route 158". He noted the county engineer was trying to get the traffic to head north to use Pleasantville Road and Carroll Eastern Road. Discussion continued with Chief Smith concerning the safety issues that could arise during emergencies due to the road closures. Trustee Kosch also raised the issue of people who moved the signs/barricades out of the road, and also threw them in the ditch, noting this happens on Mt. Zion Road during flooding occurrences. The group also discussed possibly using portable speed bumps; Tom stated he would look into the legalities of that situation.

Tom also raised the issue of Ginder Road being a chip seal road. With the increased traffic over the summer with heat and humidity, it is going to cause the road to deteriorate rapidly; ODOT is aware of this. Discussion continued regarding the placement of barricades for the road closures and the fire department being able to navigate around them or move them as needed. Mutual aid from other local departments was also discussed, and the road closures will be communicated to

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them by Chief Smith. Tom confirmed he had enough signs, and they would state "Closed at State Route 158".

Trustee Cotner raised the issue of Carroll Eastern Road - there is a blind spot there coming up on Election House Road. A sign needs to be placed there to warn people there is a two-way stop and to slow down. He noted Election House Road traffic has also increased.

Trustee Cotner made a motion that Greenfield Township close off Ginder Road at 158; seconded by Trustee Kosch.

ROLL CALL: Cotner: Yes Kosch: Yes Sitterley: Absent Motion Passed 2-0

Trustee Cotner made a motion to have a sign placed on Carroll Eastern Road by the county by Election House Road telling people to slow down due to the blind intersection on one side. No other action was taken on the motion.

- **Road Mower Repair:** The mower has been inoperable for one and a half weeks due to leaking; control valve needs rebuilt; cylinder needs replaced; parts were received today; it should be back up and running by the end of the week.

Trustee Cotner complimented Tom on all the work and communication he has been keeping up with during the roadwork situation, i.e. with the county and state patrol. He also noted good decisions had been made at the current meeting on the signage for the road closures.

Trustee Kosch offered to assist with mowing during the season, as well as checking with a person who could possibly assist on a part-time basis.

Zoning Inspector: Zoning Inspector Jeff Williamsen presented the following business:

- **Complaint - 3195 Lancaster Kirkersville Road:** The owner is deceased as of January. Jeff will continue to monitor the property.
- **Cybersecurity:** The resolution from last year had an attached policy. There were several things to be done before July 1, 2026; however, as long as they are done before being audited, there won't be an issue. This includes an inventory of all the end clients, all the services, all the networks, all the confidential data - if special protection is needed; training for every employee, including Zoning Commission and Board of Zoning Appeals, and a list of best practices that need to be written. Mail order, fax, phishing and ransomware attacks may need to be amended (amount to be paid to get the information back if stolen) in the resolution. The response needs to be reported to Homeland Security and the Auditor of State whenever an incident occurs. Violations by employees could be subject to disciplinary action, including civil or criminal prosecution, according to the law.
- **Cleaning Company:** A company stopped by to inspect the space, and there will be an estimate coming from them.
- **Updated Permit Report is posted on the Zoning Page.**

Trustee Kosch noted he is still getting messages on his former email and personal cell phone, noting he had notified various people of the updated contact information. He asked if the updated information could be posted on Savvy Citizen; Jeff responded he would post the new information. Jeff also noted the updated email addresses were something that was required with the updated cyber security policy - email hygiene - i.e. not mixing personal and township business addresses and phone numbers.

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Fire Department: Chief Brad Smith reported the following business:

- **Resignation:** Chief Smith requested a motion to approve the resignation of a part-time firefighter, Lee Hayes; Trustee Cotner made a motion to approve the resignation of part-time firefighter Lee Hayes, effective immediately; seconded by Trustee Kosch.
ROLL CALL: Cotner: Yes Kosch: Yes Sitterley: Absent Motion Passed 2-0

- **Grants:** AFG Grant - still in process; deadline is June 21 or 22. The department met with grant writers today to obtain more data.
- **Maintenance Issues:** Garage doors keep breaking, and need ongoing attention.

- **Vehicles:**
- **Engine Rescue 561:** Blew a rubber boot around the turbo; no major damage; it was also determined there will be a need for a new head gasket in the future, as it is leaking coolant.
- **Engine Rescue 562:** This is a 31 year old truck and the valves are starting to leak; a quote will be obtained for repair for this issue.
- **Buckeye Toyota - Rapid Response/Community Paramedic Vehicle:** Chief Smith has reached out to them; they are going to provide a new vehicle free of charge for the community medic/rapid response vehicle. He met with the county prosecutor and spoke with the owner; all are on board, and a drafted agreement is in place. If the Board approves, Chief Smith will set up a docu-sign for the agreement with Buckeye Toyota. He noted he had spoken with the insurance company, as well, and they are good with it.
Chief Smith went on to explain the community paramedic program and how it operates. He and one other full-time firefighter go out into the community to assess situations where multiple calls are coming in from a resident. They determine when residents have needs such as grab bars, call buttons; providing resources when they are unable to get them. They also check in on residents who have had surgery. It was noted this helps decrease wear and tear on department vehicles due to multiple runs for these types of issues, and also frees up time for the employees.

Trustee Cotner made a motion to add Buckeye Toyota to the insurance for the township; seconded by Trustee Kosch.

ROLL CALL: Cotner: Yes Kosch: Yes Sitterley: Absent Motion Passed 2-0

At this time, the signatures for the amendment to the Zoning Resolution regarding data centers was signed.

There was a question from the floor regarding Rainbow Drive and signage. Tom reported a sign will be posted on Rainbow, as it is getting a lot more traffic. Another speed trailer, with the help of the sheriff's department, will be put on Election House.

Floor:

Danielle Keefer, 1632 Ginder Road NW, was recognized to speak. Ms. Keefer stated she and her husband wished to give personal recognition to Tom Shafer, stating he had been very gracious, thoughtful, accommodating, and communicative during the entire process of the road closures during the construction. She noted Tom took all of her concerns to heart, and made every effort, and continues to do so. She asked that any recognition that he can receive, monetarily or otherwise, an award, etc., should be given to him. She noted he can't monitor the situation all by himself, and suggested extra patrol from the sheriff's department could be part of the assistance. It was noted the sheriff's department is very short staffed right now. Tom stated Trooper White had been in contact with ODOT and was familiar with the current situation/road closures; Trustee Cotner said he would contact him about potentially increasing patrol in the area.

Chris Heimberger, 3675 Election House Road was recognized to speak. He expressed his concerns for the road closures/increased traffic, and also asked about increased patrols in the area. He also asked

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about speed bumps being placed; Tom said he would check into this. He also reiterated his plan was to have a sign or a speed trailer on Election House between Havensport and Ginder Roads.

From the Trustees:

Trustee Cotner stated the OTA meeting at the township is Monday, June 29, not Tuesday, June 30, 2026. He confirmed the schedule for the meeting as Monday, June 29, 2026 at 6:00 p.m. at the Greenfield Township Firehouse. There will be an estimated 61 to 65 people in attendance; reservations need to be made by June 26, 2026.

Trustee Kosch asked Tom if he was going to the bid opening at the county on June 22 at 11:45 a.m.; Tom responded he planned to attend. Trustee Kosch asked Tom to notify him if he could not attend. Angela Bichard asked if Tom had the posting for the bid opening, as she wanted to post it, and had not received the attachment via email; Tom wasn't sure that he had received the posting.

Trustee Kosch raised the issue of the complaint about the ditch on Havensport Road. He noted there is blockage and high grass there. Tom has been in contact with the health department about this issue; they are considering using the collection tile that runs down the front of the houses on Havensport as an option. Trustee Kosch will relay this to the complainant.

With no further business to come before the Board, Trustee Cotner made a motion to adjourn; seconded by Trustee Kosch.

ROLL CALL: Cotner: Yes Kosch: Yes Sitterley: Absent Motion Passed 2-0

The meeting adjourned at 7:18 p.m.