

RECORD OF PROCEEDINGS

Minutes of

Greenfield Township Trustees

Meeting

June 14, 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 May 24, 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

After each trustee reviewed the minutes from the Special Trustees' Meeting held on June 2, 2023, Trustee Kosch asked if there were any corrections needed. Trustee Cotner made a motion to approve the minutes as written; Trustee Kosch seconded the motion.

ROLL CALL: Cotner: Yes Kosch: Yes Searle: Abstained Motion Passed 2-0

FROM THE FISCAL OFFICER: Dawn Wyne presented the following.

Fiscal Officer Wyne distributed the financial reports.

Fiscal Officer Wyne stated that the May 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 1000 through 1030 and Electronic Debits 71-2023 through 86-2023 which are listed on the payment report; seconded by Trustee Kosch.

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

Trustee Searle made a motion to approve the Purchase Orders, and/or Then and Now Purchase Orders; Trustee Cotner seconded.

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

Trustees signed a cemetery deed for Alton B. Ferguson, Jr., Lot 210, Section E, Grave 4 in Carroll Cemetery.

Trustees signed a cemetery deed for Jennifer Murphy, Lot 146, Section E, Graves 1 & 2 in Carroll Cemetery.

Fiscal Officer Wyne stated since she only heard from one trustee about scheduling the budget hearing, she is recommending that the meeting be held on June 29, 2023 at 4:30 p.m. Trustees were in agreement to hold the Budget hearing on June 29 at 4:30 at the Township Building.

Fiscal Officer Wyne stated that Jeff Bondurant came in on June 10 for a scheduled funeral. He worked from 10:29 a.m. to 1:04 p.m. Tom coded him as 2.5 hours overtime and .75 hours call back. She advised Tom in an email that Jeff is not entitled to call back as this was scheduled overtime and the payroll sheet needed to be corrected and Jeff's leave form needed to be correct. She also advised that it is Jeff's responsibility to fill out leave forms and not Tom's. Tom did not respond to the email or correct payroll; however Tom and Jeff both approached Jane regarding the issue. Jane enters mainly what is on the timesheet unless the hours are not adding up. Jane is not familiar with all of the rules. Trustee Cotner advised that Tom has been

RECORD OF PROCEEDINGS

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instructed in the past to get with Dawn on payroll issues. Trustees were in agreement that June 10 was not a call back and was a preplanned overtime assignment.

Fiscal Officer Wyne advised a Greenfield Township resident asked why the township doesn't display the American flag in the Carroll Cemetery since there is a flag pole. She advised Tom of the inquiry. Tom advised her that if the flag was displayed 24/7 it would need to have a light on it and if it was placed on the ground it could potentially be damaged or stolen. She inquired why we couldn't get a solar light for the top of the pole. Tom is looking into it and advised that Dwayne Spence in the past offered to donate supplies. He stated he would get in touch with Dwayne Spence. Trustee Cotner advised staff should not have to go each morning to display the flag and each night to take it down. Trustees agreed to look into the solar light.

Fiscal Officer Wyne advised that the Trustees had before them the Non Bargaining Employee Personnel Policy. Trustee Searle thanked Dawn for doing a good job on the policy. She was asked if the policy should be run by the Prosecutor's Office. She advised it could be or advised we have Dave Riepenhoff from Fishel Downey Albrecht and Riepenhoff, LLP on retainer to review the policy. Trustees agreed that the personnel policy didn't need to be reviewed by the Prosecutor's office or the law firm. Trustee Cotner made a motion to accept the Non Bargaining Employee Personnel Policy with an effective date of June 14, 2023; Trustee Searle seconded the motion.

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

It was decided that Fiscal Officer Wyne would make a copy of the policies for each of the employees at the Administrative Office and would send a copy to Captain Spires to distribute to the part time firefighters.

FIRE DEPARTMENT BUSINESS: Captain Cory Spires presented the following items on behalf of Fire Chief Brad Smith, who was on vacation:

- **Medic 561:** The medic had to go back to the shop because the air compressor for the suspension went out. It was taken to Midwest Towing where a couple other suspension issues were found and also repaired. It was returned to the station yesterday.
- **Grants:** Chief Smith has been working on two grants through BWC. One grant is up to \$40,000 for safety equipment. The other grant is for Firefighter Exposure for diesel exhaust removal systems for the bays. Approval from FEMA for the air pack grant has been received as of last week in the amount of \$128,262.85. The out-of-pocket expenses are being determined with the vendor and Chief Smith and Captain Spires. Fiscal Officer Wyne asked that a copy of the information be sent to her so she can create a new fund for this, as well as working with the Auditor's Office. Captain Spires stated the process has to be started and in process by July 9, 2023. He also confirmed the FEMA grant was to be used for air pack harnesses (14), bottles (45 minute bottles), spare bottles (18) and face pieces (around 30). These will work with the new Cascade system that was purchased last year.
- **Residential Structure Fire:** There was a residential structure fire on Rainbow Drive. The family was very appreciative of the work of the Fire Department. The Department

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was able to save the in-law suite which was off the back corner. Everyone got out of the fire safely.

- **Field/Woods Fire:** This fire happened in the woods (five acres) behind Cheer Chalet. Fifteen different department vehicles responded.
- **Special Events and Training:** Training was held with the City of Lancaster on fireground tactics. The Department also worked with them on their implementation with the MARCS radio system. The City of Canal Winchester also moved in with that so there is better communication across the board on scenes.

Jack Schumacher II from CFD Rescue 3 provided free hands-on extrication training to the Department.

- **Full-Time Candidate:** Captain Spires requested a motion to hire Tyler Boyd as a full-time firefighter upon successful completion of the pension physical/stress test. He is currently part-time. Trustee Searle moved to appoint Tyler Boyd as a fulltime firefighter, effective pending pension physical and stress test; Trustee Cotner seconded the motion. Fiscal Officer Wyne said she would work with Carlton Reaves on getting the paperwork in place. It is hoped it will be completed and effective by June 19, 2023.
ROLL CALL: Cotner: Yes Kosch: Yes Searle: Yes Motion Passed 3-0

Trustee Kosch recognized Deputy Sylvia of the Fairfield County Sheriff's Department. There was no business to be discussed by either party at this time.

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

- The next Zoning Commission Meeting is being held on June 15, 2023 at the Firehouse.

A request for zoning change has been received from Michael Frankhouser to change an R-2 property immediately surrounding a nursing home behind Tractor Supply. He submitted a business plan and a building plan to build a business if the zoning goes through. The first step was to submit to the RPC (Regional Planning Commission) and it should be on their agenda for July. Discussion was held concerning the driveway/easement and whether it is being used properly at this time.

- A public complaint regarding a pool fence has been filed, and a letter will be sent. There were two other written complaints that were anonymous, so a drive-by will be done to investigate.
- **South Central Power Lighting Project:** Three bids have been received, and they are in the review process. Some clarifications and follow-up questions will need to be done. South Central needs to have the energy calculations and the final invoice. The invoice deadline is Monday, June 19, 2023.
- **Zoning Applications:** There are currently three open applications for zoning permits; one needs some clarification.

RECORD OF PROCEEDINGS

Minutes of

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- **Home Occupation Guidelines:** An email had been sent to the Board with the information Tom would like to post to the Greenfield Township website, as well as the Facebook page. The included forms will be reviewed at the Zoning Commission meeting, once recommendations are received from legal counsel.

Tom reported an unusual request he had received regarding the installation of a twelve foot privacy fence; however, fences are not addressed in the zoning code. Jack Barr and Trustee Cotner confirmed that no requirements regarding fences had ever been included in the zoning code.

At this time, Trustee Kosch recognized Danielle N. Keefer, 1632 Ginder Road NW, Lancaster, from the floor. Ms. Keefer asked why a house was allowed to be built twelve feet above her house, and why a twelve foot fence would be unacceptable. Both Zoning Inspector Erlenwein and Ms. Keefer stated it was a matter of opinion from the other party.

Trustee Searle asked for clarification on the Home Occupation Guidelines, specifically at 4.15.02. The section states a resident may have a home office, etc.; then jumps to home occupation, and talks about limited home occupation, but doesn't reference it as a conditional use. He felt the intent of the section was to have it, since it says they can have one non-resident employee, etc. He stated he felt the conditional use was omitted, and thought the Zoning Commission should look at that section.

Ms. Keefer questioned whether Trustee Searle was referencing number five in the current expanded home occupation section. She stated in the current home occupation section, number five, it states exactly what Trustee Searle was referring to. She stated it says "...delivering materials, equipment or supplies to an expanded home occupation shall be limited to commercial vehicles to trucks falling under...". Trustee Searle explained they were referencing the limited occupation, where Ms. Keefer was referencing the (extended) expanded home occupation; he stated the (extended) expanded home occupation is clear and that's a conditional use and is something that has to be granted by the Zoning Commission; the limited home occupation doesn't say that it's a conditional use. He felt the intent was that it is a conditional use, so he would like to see the Zoning Commission look at that and see if that word needs to be added there, and see if that was the intent. Discussion continued as to limited home occupation, expanded home occupation, and conditional use. Ms. Keefer asked if the changes being made would affect her situation now. The Board pointed out that this information is not a change; this is the current zoning code. They also confirmed there is a Zoning Commission Meeting on Thursday, June 15, 2023 which will address this information as well as their other agenda items.

Ms. Keefer asked if this will be treated as a "go forward" approach, or if it will be backdated? Tom Erlenwein again stated this is the current code, and is in response to the number of complaints being received by the township recently.

Ms. Keefer said she had gotten her approval in 2008 so she wanted to confirm, with the current conditions, if changes were going to be made that would affect her situation, and override what she has from 2008, or whether it would be a "go forward" approach. She stated the letter she has from 2008 is signed by the Zoning Inspector and the Assistant Prosecutor in Fairfield County. It states a review was done, there were no variances required; the business is being

RECORD OF PROCEEDINGS

Minutes of

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run from a different location and the vehicles do not meet the requirements of an occupational home use. Ms. Keefer asked if this letter would stand as presented.

Zoning Inspector Erlenwein stated it would need to be reviewed by legal counsel for their review and determination on the issue.

After further discussion, Ms. Keefer asked if the Board would be making a decision on the home occupation issue, and whether or not it will be backdated, or will it be moved forward from the time the decision was made. The Board again reiterated that the issue is included in the current zoning code. Trustee Searle confirmed that it will not go back. However, he reaffirmed that everything she is reading is current.

Zoning Inspector Erlenwein reiterated that the township was in the process of making the residents aware of the clarification between the two - limited occupation and expanded home occupation. He again stated they were responding to the increasing complaints from the community. Ms. Keefer asked if the list of complaints could be published. Trustee Kosch stated Ms. Keefer could make a public records request. She asked if she could send an email to do so, and was advised yes, she could. Fiscal Officer Wyne offered her email; Ms. Keefer stated she would get it from the website.

Trustee Kosch asked for clarification regarding the South Central Power Lighting project, and whether any additional action needs to be taken. Dawn replied that she is waiting on a return call from Steven Darnell at the Prosecutor's Office due to the cost of the project. The initial cost was thought to be \$18-20,000. However, the bids that have been received are about two and a half times that amount. Depending upon the answer, it may be required to post it.

ROAD AND CEMETERY DEPARTMENT BUSINESS: Tom Shafer, Road & Cemetery Superintendent, was not in attendance (Trustee Cotner confirmed this was due to illness); therefore, no report was given.

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 Searle; seconded by Trustee Kosch.

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

Meeting adjourned at 6:41 p.m.