

## RECORD OF PROCEEDINGS

*Minutes of*

**Greenfield Township Trustees**

*Meeting*

June 22, 2022 - 6:00 PM

The Greenfield Township Trustees met in regular session at the firehouse. Trustee Searle called the meeting to order and led those present in the Pledge of Allegiance. Kent Searle, Lonnie Kosch and Dave Cotner were present.

After each trustee reviewed the minutes from the Trustees' Meeting held on June 13, 2022, Trustee Searle asked if there were any changes to the minutes. Trustee Cotner 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

After each trustee reviewed the minutes from the Special Trustees' Meeting held on June 20, 2022, Trustee Searle asked if there were any changes to the minutes. Trustee Cotner 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

### **FROM THE FISCAL OFFICER:**

Fiscal Officer Wyne distributed financial reports.

Trustee Cotner made a motion to pay the bills associated with warrants 34793 through 34798 and Electronic Debits 88-2022 through 89-2022 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 Resolution 2022 06 22 01 to transfer \$8,475.59 out of fund 2275-220-190-0000, \$229.95 out of fund 2275-220-190-0011, \$15.11 out of fund 2275-220-213-0000, \$2,134.14 out of fund 2275-220-215-0000 \$1,344.21 out of fund 2275-220-750-0000 to in put into fund 2275-410-740-0000 (\$12,199.00);

Trustee Searle confirmed these transfers were needed in order to pay for the new cemetery mower purchase.

Trustee Kosch seconded the motion.

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

Fiscal Officer stated that the issue with the part-time firefighter's payroll check got resolved with the help of Brad. The issue was his bank's fault.

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Fiscal Officer Wyne stated that she and Brad have been working together to resolve some issues with the Speedway account as they had assessed a late fee and also credit risk fees. The late fee of \$578.08 was in error as the account is paid electronically, and the credit risk fee of \$110.00 for several months was in error too. They have credited us the late fee and the credit risk fee up to May. Brad is working with getting the credit risk fee removed for May and June.

Fiscal Officer Wyne also stated that Stryker has applied two late fees for \$42.83 for each month. Brad is trying to get these credits back to our account. The issue is that we only have 30 days to pay the invoice, and by the time we receive the invoice in the mail, pay it at the next trustee meeting and by the time it gets there it is late. They have changed our payment due from 30 days to 45 days and Brad advised the late fees will be refunded.

Fiscal Officer Wyne stated that she was required to attend or watch Ethics Training for her certifications. She advised that she thinks all employees should be required to attend so individuals are aware of ethics issues. Trustee Searle suggested that the firefighters also take this training. It is a free, one-hour training, and is located on the Ohio Ethics Commission website. Fiscal Officer Wyne will forward the link to Chief Smith next week. It was also suggested that the Road employees could take this training in the winter months, or when it is raining and they are unable to work outside.

**FLOOR:** Steve Eversole was in attendance and addressed the subject of the road from Plum Road to Coonpath Road that was showing up on GPS. He stated he has been trying to get this removed from GPS/Google for six months. He has run-off dozens of people who have been cutting through there because it shows up on Google Maps as Carroll Lancaster Road; however, it is their private driveway, not a public roadway. He has put up a “no trespassing” sign. If people continue to use the road, he’ll get a bigger sign to tell people not to follow their GPS. He has been emailing Google to attempt to get it removed, but received no response.

**ZONING DEPARTMENT BUSINESS:** Caitlin Barbee, Zoning Inspector, was not present; however, the Fiscal Officer presented the following items that Caitlin had shared with the Board:

**BZA and Zoning Commission Appointments:** Trustee Searle moved to appoint Lee Gilbert to the Zoning Commission as an alternate member, effective immediately. Trustee Kosch seconded the motion.

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

Trustee Searle moved to appoint Elizabeth McNeese to the Board of Zoning Appeals as an alternate member, effective immediately. Trustee Cotner seconded the motion.

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

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Aaron Kull asked a question about a current property owner who appears to be running a business from his home; however, the property is not zoned for that business. He stated he has seen multiple cars there, which makes it appear that there could be multiple employees, as well as various types of equipment. Mr. Kull wants to know why this has not been addressed and how the zoning is handled or determined when this kind of thing is happening in the township. The property address is 4123 Election House Road, and is owned by Dalton Heimberger. Trustee Cotner stated he had been made aware of the issue in the past; went there twice to attempt to talk to Mr. Heimberger; however, he was unable to make contact with him. Then, the neighbors who initially lodged the complaint told Trustee Cotner not to take any further action. This was reportedly due to Mr. Heimberger stating he would begin raising hogs on his property. Kevin Rinehart questioned the Board if they had an legal obligation to look into the complainant once they became aware even if the person complaining didn't want action taken. Steve Eversole also noted he pays for his commercial permits in order to operate his business within the property boundaries and guidelines, and this should be applied to everyone in the township. The Board noted this issue will be turned over to the Zoning Officer for review and action.

**Ruetsch Variance Issue:** Fiscal Officer Wyne stated Zoning Officer Barbee had forwarded the documentation regarding this issue to the Board for their review. Trustee Searle explained the basis of the issue. Brian and Nichole Ruetsch, 1227 Carroll Southern Road, are the property owners. They had applied for a variance in 2021 to build a pole barn - 40 X 64 - on the back of their property. However, there was no dwelling on the property, so they couldn't build the pole barn. Also, they would have been exceeding the two percent rule. The variance was granted with a contingency that said they needed to show progress toward having a dwelling there - per the BZA - with a septic permit and a well permit. They moved forward with building the barn without a zoning permit to do so. It is also unknown if they built within the confines of the zoning resolution as far as the setbacks. Now, they have come back and are asking for a zoning permit to build onto the original barn on the property, which is on the same parcel. They are supposedly in the process of attempting to get the septic and well permits from the county, as well as trying to apply and pay for the original zoning permit that they should have gotten in the first place. Trustee Searle noted the main issue as an R1 lot having two barns and no dwelling on the property, and the current zoning resolution does not allow for that situation. Lengthy discussion continued as to whether or not they would actually put a dwelling on the property, in order to be in compliance. Also, there would then be a question of whether they are exceeding the square footage restriction.

It was determined that the owners need to have both the well and septic installed, in order to show a good faith effort of making the barn into a home/dwelling.

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**ROAD AND CEMETERY DEPARTMENT BUSINESS:** Tom Shafer, Road & Cemetery Superintendent, was not in attendance due to an emergency tree removal from a roadway.

**Vacation Leave:** Trustee Cotner reported that Tom had submitted his vacation leave request to the Board for June 25 through July 2, 2022. Trustee Cotner moved to approve this vacation leave; Trustee Searle seconded the motion.

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

**Cemetery Mower Purchase:** Trustee Searle stated the purchase of the mower needed to be approved. Fiscal Officer Wyne noted she had not received an invoice; therefore, no purchase order could be created. Discussion continued as to the order in which the paperwork needs to be completed for this purchase.

Trustee Searle made a motion to approve the purchase of the Cub Cadet mower from All Power for the cemetery for \$12,199.

Fiscal Officer Wyne noted that Tom had submitted the additional paperwork for the purchase of the mower; however, it was not completed and was returned to him. Trustee Cotner seconded the motion.

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

Fiscal Officer Wyne stated she could create a purchase order; however, she will not cut the check until the invoice is received. Additional discussion continued regarding the order in which the invoice, purchase order and check needs to be received, created and approved before a purchase can be made. Fiscal Officer Wyne again noted that the purchase order must be approved in a public meeting, and the approval of the payment also needs to be done in a public meeting. It was noted that a special meeting can be scheduled to accomplish this, once the invoice is received, so there is no need to wait until the next Trustees' Meeting.

**Summer Roadwork Project:** Trustee Kosch stated he had taken the minutes to Eric McCrady of Fairfield County Engineer's Office in order to confirm the approval of the roadwork to be scheduled. Mr. McCrady said he would give a price breakdown, which he had given to Tom, and also emailed to Trustee Kosch. He noted the estimated costs must not exceed what the township has budgeted for; otherwise, the entire project must be re-bid. It will be broken down by road, and then the decision must be made which roads will be done. The bid will be published in the paper next week. The costs are based on the information Eric received from Tom and the other gentleman for materials. It was noted there had been one bid received already for all the roads to be completed at a cost of \$260,000. The cost estimate from Eric McCrady for Kull Road is \$114,171; the estimate for Victor Road is \$122,462. The bid opening will hopefully be July 7 or after. The estimate for Greenfield Estates is \$125,272. Fiscal Officer Wyne asked to have this information emailed to her for the minutes. The Ginder Road estimate is \$62,422. Discussion continued regarding roads that could be removed from the list for

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work for this project, such as Brook Road, part of Ginder Road, and part of 158 to Stringtown, in order to decrease the cost and be within the estimated budget amount. With the suggested changes, Trustee Kosch stated the total cost was now at \$557,949. Further detailed discussion was held as to which roads should be the priority for the bidding, and which roads could potentially be added as alternates for the project. With the suggested changes, Trustee Kosch noted the rough estimate was \$454,329. The three roads to be listed on the bid will be: Greenfield Estates, Victor Road, Kull Road. The following roads will be listed as alternates on the bid: Ginder Road - two portions, Brook Road to 158, 158 to Stringtown, Election House to Brook Road. It was noted there was a possibility the work could be done in August or September, depending on the weather. Trustee Kosch also suggested that Tom check his figures again to confirm whether the estimated bid was over \$470,000.

Tom advised that since Scott obtained his Class B CDL he would like a pay increase for part-time Road employee Scott Shepherd. Discussion continued as to what rate his pay would be increased. Tom feels it should be a step amount, as Mr. Shepherd could potentially obtain his Class A CDL in the future, which is the CDL that Tom and two other Road Departments employees currently hold. Tom suggested an increased rate to \$18.50 at this time, with another step rate if and when he obtains his Class A CDL. The issue was raised of whether Mr. Shepherd should be paid at the \$18.50 rate when he is cutting grass in the cemeteries. It was noted the current part-time employee (who does not have a CDL) is only paid at a rate of \$15.76/hour, and his primary duties in the spring, summer and early fall are keeping the grass cut in the cemeteries. Tom stated Doug has been asked and offered to get his CDL in the past; however, he does not wish to do so, and is fine with the hours and work as they stand. Fiscal Officer Wyne asked who authorized Jeff Bondurant to go with Scott Shepherd on work time and permitted the use of the township vehicle. Tom stated he did as Scott needed a CDL driver since he only had a temporary CDL license.

Trustee Cotner made a motion to pay Scott Shepherd at an increased rate of \$18.50 per hour, effective starting next pay period. Trustee Searle seconded the motion. ROLL CALL: Cotner: Yes Kosch: Yes Searle: Yes Motion Passed 3-0

**Berm on Randolph:** Trustee Searle reminded Tom that the berm at Randolph's still needed attention.

**Flooding/Ditch Issue on Bonita:** Trustee Cotner raised the issue of the flooding in the yard/cattails in the ditch on Bonita. Tom stated this ditch will be mowed; however, he wasn't aware of anything further that could be done by the township to alleviate the situation. Tom wasn't aware if there was a driveway pipe there. Trustee Kosch stated that several years ago, a tile was torn out from the road ditch, where the cattails are currently growing. He is not aware of what type of pipe is under the driveway now, except that the homeowner had put tiles in. Discussion continued as to what areas of the ditch the township is responsible for. It was noted the property owner is responsible

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for what is underneath his driveway, and the township is responsible for the ditch on either side of the driveway. Trustee Kosch suggested digging at least one section out from where the driveway area starts to see if that opens it up to get the water flowing. After further examination of a drawing of the area and discussing the details of where the flooding is occurring, Tom stated he would get the ditch mowed and investigate to find out if the township can do anything more to fix this issue. Trustee Searle will also send Tom the picture of where the water is standing.

**FIRE DEPARTMENT BUSINESS:** Chief Brad Smith presented the following items:

**Part-Time Resignation:** Part-Time Firefighter Dalton Vandermark has submitted his resignation, effective 7-6-2022 due to having a full schedule. Trustee Searle moved to accept the resignation of Dalton Vandermark, effective 7-6-2022; Trustee Cotner seconded the motion.

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

**Part-Time Hire:** Chief Smith and Captain Spires conducted interviews last week, and they recommend the hiring of Cole Richter as a part-time firefighter and EMT. His rate will be \$12.50. Mr. Richter has also recently been hired at Bloom Township, and Chief Smith asked if the background check, physical exam results and drug test results from that hiring could be used by Greenfield Township so Mr. Richter wouldn't have to complete all of these steps again, as it would delay the hiring process. Fiscal Officer Wyne stated that since she has been at Greenfield we have never done that. Captain Spires noted both townships use the same facilities for their checks and tests for firefighters. After discussion, it was decided that as long as the checks and exams were done within 30 days of the hire date and Bloom was ok, these documents would be used. Chief Smith had already spoken with Chief Williams at Bloom Township, and they are willing to share the documentation with Greenfield.

Trustee Searle moved to appoint part-time firefighter Cole Richter pending background and drug test, and the drug test has to be within 30 days; to start the pay period after we receive those documents. Trustee Cotner seconded the motion.

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

**ARP Fire First Responder's Grant:** Chief Smith reported he had submitted an application for the grant last week. He noted that all the fire departments in Ohio would be submitting applications, so the Department will be waiting to see what they get.

**Station Generator Replacement:** Chief Smith has spoken to Claypool Electric to get the process started for the new generator.

**Medic 561:** Chief Smith reported the medic engine had been replaced and then put back in service; however, there were issues with the a/c and the brakes, so it is back in the shop with Fairfield Truck and Auto. He asked for approval of \$4,500 for the repairs

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to be done. He noted money will need to be moved from the fire repair budget in order to cover the repairs. Trustee Kosch made a motion to approve \$4,500 for Medic 561 for repairs; Trustee Cotner seconded the motion.

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

Fiscal Officer Wyne asked Chief Smith to send her the information regarding where the money should be moved from in order to pay the repairs, as she will need to complete a PO for the money that is not used, so it can be returned to the appropriate fund.

### **FROM THE TRUSTEES:**

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

ROLL CALL: Cotner: Yes Kosch: Yes Searle: Yes Motion passed 3-0  
Meeting adjourned at 7:45 p.m.