

RECORD OF PROCEEDINGS

Minutes of **Greenfield Township Trustees** *Meeting*
June 24, 2026 - Held 6:30 PM

The Greenfield Township Trustees met in regular session at the Firehouse. Trustee Jennifer Sitterley led those present in the Pledge of Allegiance. Trustees Dave Cotner, Lonnie Kosch, and Jennifer Sitterley were present, along with Fiscal Officer Angela Bichard.

APPROVAL OF PRIOR MINUTES

June 3, 2026 Hearing Minutes Trustee Cotner made a motion to approve the minutes of the June 3, 2026 hearing as written; seconded by Trustee Sitterley. ROLL CALL: Cotner: Yes Kosch: Yes Sitterley: Yes Motion Passed 3-0

June 10, 2026 Meeting Minutes Fiscal Officer Bichard noted that the minutes for the June 10, 2026 meeting had been recently amended on the first page. Trustee Cotner made a motion to approve the minutes with the noted amendment; seconded by Trustee Sitterley. ROLL CALL: Cotner: Yes Kosch: No Sitterley: Yes Motion Passed 2-1 *Note: Trustee Kosch voted "No" stating he had not yet been able to review the amended document.*

June 23, 2026 Special Meeting Minutes Trustee Cotner made a motion to approve the minutes of the June 23, 2026 special meeting; seconded by Trustee Kosch. ROLL CALL: Cotner: Yes Kosch: Yes Sitterley: Yes Motion Passed 3-0

FROM THE FISCAL OFFICER

Financial Approvals Fiscal Officer Bichard requested approval for several financial items:

- **PO 36-2026:** Wellman and Sons Steelcoat in the amount of \$8,695. Motion by Sitterley, second by Cotner. ROLL CALL: Cotner: Yes Kosch: Yes Sitterley: Yes Motion Passed 3-0
- **Performance Bond:** Certification of the performance bond for the 2026 Greenfield Township Resurfacing Project in the amount of \$318,543.50. The bond was signed by all Trustees.
- **PO 37-2026:** The Shelly Company in the amount of \$319,000 for the resurfacing project. Motion by Cotner, second by Sitterley. ROLL CALL: Cotner: Yes Kosch: Yes Sitterley: Yes Motion Passed 3-0
- **Blanket PO 57-2026:** Cemetery Fund (Account 2041-410-599-0000) in the amount of \$2,800 to cover concrete and other expenses. Motion by Cotner, second by Sitterley. ROLL CALL: Cotner: Yes Kosch: Yes Sitterley: Yes Motion Passed 3-0
- **Financial Reports:** May reconciliation and payment reports for Warrants 4154 through 4173; and Electronic Debits: 136-2026 through 153-2026. Motion by Sitterley, second by Cotner. ROLL CALL: Cotner: Yes Kosch: No Sitterley: Yes Motion Passed 2-1 *Note: Trustee Kosch voted "No" stating he was still reviewing the reports.*

Resolution 2026-0325-041: Cannabis Funds Re-designation Fiscal Officer Bichard requested a resolution to correct the designation of cannabis funds. The previous resolution

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incorrectly listed the account as an expense account; this resolution corrects it to a miscellaneous revenue account within the General Fund. Trustee Kosch made a motion to approve; seconded by Trustee Sitterley. ROLL CALL: Cotner: Yes Kosch: Yes Sitterley: Yes Motion Passed 3-0

Resolution 2026-0624-01: Minutes Preparation and Review Policy Fiscal Officer Bichard proposed a policy to streamline meeting minutes maintenance, citing ORC 121-22 and AG Opinion 2007-019. She clarified that the Fiscal Office is responsible for the content and accuracy of the minutes, stating, "They do not have to be a verbatim record. They just need to document the actions of the board." The policy dictates that minutes be distributed as soon as available, giving Trustees 48 hours for comment before finalization. Trustee Kosch expressed concern regarding Trustee accountability for accuracy. Trustee Cotner made a motion to adopt the policy; seconded by Trustee Sitterley. ROLL CALL: Cotner: Yes Kosch: No Sitterley: Yes Motion Passed 2-1

Budget Discussion and Five-Year Forecast Fiscal Officer Bichard reported on the 5-year forecast required by the county. She noted that township reserves currently exceed the 35% benchmark suggested by Moody's and the **Madison Township Performance Audit**, which serves as a structural comparison for Greenfield Township. Strategic needs identified include aging road and fire apparatus (medic unit and fire engine), cybersecurity vulnerabilities, records management deficiencies, and a lack of secure meeting space (noting a recent intrusion into an executive session). Bichard argued that reserves should be used strategically to modernize operations.

Resolution 2026-0624-02: Amended Appropriations The Fiscal Officer requested an amendment to 2026 appropriations to address immediate operational needs:

- ****General Fund (\$65,100 total):**** Increased for audit services (\$7,500), zoning software/personnel, and cybersecurity compliance.
- ****Fire Fund (\$33,000 total):**** Increased for natural gas (\$25,000) and fuel (\$8,000).
- **Road Fund (\$5,000 total):** Increased for equipment repairs and maintenance. Trustee Sitterley made a motion to approve the amended appropriations; seconded by Trustee Cotner. ROLL CALL: Cotner: Yes Kosch: Yes Sitterley: Yes Motion Passed 3-0

State Reimbursement (Flood Repairs) A motion was requested to authorize the deposit of state reimbursement funds totaling \$48,323.64 for flood repairs. The funds are to be deposited back into the specific funds from which they were paid: \$48,323.64 to the General Fund, \$13,198.47 to the Motor Vehicle License Tax fund, and the remaining balance to the Road and Bridge fund. Trustee Sitterley made the motion; seconded by Trustee Cotner. ROLL CALL: Cotner: Yes Kosch: Yes Sitterley: Yes Motion Passed 3-0

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Administrative Matters

- **Email Access:** Trustees were reminded to delegate access to the records email address.
- **RITA Tax Issue:** Trustee Kosch requested administrative assistance regarding a municipal tax withholding error attributed to the Village of Carroll. He noted he previously requested this correction from the former clerk, Jessica. Fiscal Officer Richard agreed to meet with him to resolve this as an administrative/HR matter.

ZONING INSPECTOR

Jeff Williamsen presented the following zoning business:

- **Permits and Fees:** Year-to-date zoning fees collected total \$21,149.
- **iWorQ Software Approval:** Discussion held regarding iWorQ software for online applications and payments. A 50% installation discount is available for June approval, with a \$7,500 annual cost. Trustee Sitterley raised a concern regarding a \$2,500 data retrieval fee in the contract; Williamsen suggested this was likely a typo and would clarify with the vendor. Trustee Cotner made a motion to approve the purchase pending clarification of the data fee; seconded by Trustee Sitterley. ROLL CALL: Cotner: Yes Kosch: No Sitterley: Yes Motion Passed 2-1
- **Zoning Abatement (ORC 505.87):** Reported on streamlined procedures for the abatement of vegetation and debris. The process allows for a 7-day notice before the township can take action and place a lien on the property. Board consensus reached to discuss parameters for a township Facebook page for legal notices at the next meeting.
- **Cybersecurity and Personnel:** Williamsen noted that future security infrastructure discussions would require executive sessions. He is currently working on an **audit-ready binder** for governance compliance.
- **Zoning Commission alternate:** Position description being drafted.
- **Cleaning Company for Admin. Office:** One company was contacted; they looked at the space and declined the job. Additional bids are being explored.
- **Air Quality Test:** BWC test was conducted; no negative findings were reported. It was a basic air quality test. Jeff suggested revisiting the quote from Lawhon to check for mold.
- **Rock Mill Compliance:** Discussion held regarding expansion issues at Rock Mill due to power easements. Williamsen noted the requirement to run the plat by the **RPC (Regional Planning Commission)**. The Board directed Williamsen to establish a firm timeline for the owner to bring the property into compliance.

ROAD AND CEMETERY DEPARTMENT

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

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- **Project Updates:** Favorable pricing received from the Shelly Company for paving (\$318,543.50). ODOT suggests the current work may be a 100-day project.
- **Mower Repair:** Presented a repair bill for the John Deere 6320 road mower totaling \$3,005, which exceeds the \$3,000 spending threshold. Trustee Sitterley moved to approve payment; seconded by Trustee Cotner. ROLL CALL: Cotner: Yes Kosch: Yes Sitterley: Yes Motion Passed 3-0
- **Liberty Township Pipe Sale:** Liberty Township requested a 10-foot section of 48-inch pipe. Trustee Cotner made a motion to sell the section for \$480; seconded by Trustee Kosch. ROLL CALL: Cotner: Yes Kosch: Yes Sitterley: Yes Motion Passed 3-0
- **Operations:** All speed limit signs are currently up. A public works information request for Ginder Road is being handled by the county as the project administrator.
- **Resident Concerns:** Report received of brush left on Cemetery Road after a tree was cut. Shafer will investigate.

FIRE DEPARTMENT

Chief Brad Smith reported the following business:

- **Maintenance:** Medic 562 requires new tires (\$2,430.84) and Engine 2 requires repairs for leaky valves (\$1,285.00).
- **Agreements and Grants:**
 - Board approved the Stryker maintenance agreement for Cardiac Monitors and CPR devices.
 - The Buckeye Toyota vehicle agreement for the community paramedic program was presented for Trustee signatures.
 - The AFG grant for the pumper tanker has been submitted.
- **Personnel:** The department welcomed two new births this month.

OLD BUSINESS: FIREHOUSE RENOVATION DEBATE

The Board engaged in a discussion regarding the proposal to renovate the old firehouse into administrative offices and a community center.

- **Opposition:** Trustee Kosch spoke against the project, citing the building's age (1950s), wiring issues, and the liability of Carroll municipal taxes for employees. He advocated for selling the asset and prioritizing fire and road equipment.
- **Support:** Fiscal Officer Bichard stated that the 5-year forecast accounts for both the renovation and equipment needs, noting that township reserves remain healthy after the investment and provide necessary secure office space.
- **Outcome:** The Board reached a consensus to review the detailed budget numbers at the next meeting before making a final decision.

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FROM THE TRUSTEES AND CLOSING

OTA Meeting Catering: Trustee Cotner made a motion to approve up to \$3,300 for catering by Cheers Chalet for the June 29 OTA meeting; seconded by Trustee Sitterley. ROLL CALL: Cotner: Yes Kosch: Yes Sitterley: Yes Motion Passed 3-0

Adjournment: With no further business, Trustee Cotner made a motion to adjourn; seconded by Trustee Kosch. ROLL CALL: Cotner: Yes Kosch: Yes Sitterley: Yes Motion Passed 3-0

The meeting adjourned at 7:56 p.m.

Dave Cotner, Trustee

Lonnie Kosch, Trustee

Jennifer Sitterley, Trustee *Jennifer Sitterley*
Jennifer Sitterley (Jul 14, 2026 12:40:07 EDT)

Angela Bichard, Fiscal Officer *AR*