

RECORD OF PROCEEDINGS

Minutes of

Greenfield Township Trustees

Special Meeting

July 2, 2026 - Held 10:30 AM

1. Meeting Call to Order and Attendance The Greenfield Township Trustees held a special meeting on July 2, 2026, at the Greenfield Township Firehouse. The meeting was called to order by the Trustees, who led those present in the Pledge of Allegiance.

Attendance:

- **Trustee Dave Cotner:** Present
- **Trustee Jennifer Sitterley:** Present
- **Trustee Lonnie Kosch:** Absent

2. Opening Business and Pending Approvals The Board addressed a contract bid award for 2026 that was omitted during the previous session.

Trustee Dave Cotner made a motion to approve the resolution to approve the contract bid award for 2026; seconded by Trustee Jennifer Sitterley.

ROLL CALL: Cotner: Yes, Kosch: Absent, Sitterley: Yes

Motion Passed 2-0.

Following the motion, the Trustees re-signed the certificate and resolution to reflect specific state-required changes. Additionally, the Board signed a purchase order previously in the possession of Superintendent Tom Shafer.

3. From the Fiscal Officer The Fiscal Officer presented the 2027 budget proposal and a detailed five-year forecast.

- **2027 Budget and Five-Year Forecast:** A five-year forecast (extending through 2031) was presented to comply with House Bill 309. The Fiscal Officer emphasized that under this legislation, the county budget commission may adjust or “cut” tax rates if township collections exceed “justifiable needs”. The forecast serves as a critical capital plan to demonstrate the necessity of current revenue levels to the county.

- **Financial Resources:** The total certificate of estimated resources for 2026 is \$14.5 million across all township funds.

- **Revenue and Projections:**

- **Cannabis Revenue:** Projected at \$200,000 annually through 2030.
- **Cannabis Tax Revenue:** Forecasted at a conservative average of \$25,000 per month.
- **Rollback Revenues:** Adjustments were made to the current certificate to account for revenues received from 2024 and 2025 that were not previously captured.
- **Insurance & Inflation:** The budget factors in a 10% annual increase for health insurance, 5% for life/dental/vision, and a 3% general inflation rate for legal services and operating expenditures.

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- **General Fund Objectives:** A 35% reserve balance target was established. The General Fund is projected to maintain a healthy balance of approximately \$2.5 million at the end of the five-year period (2031), ensuring sufficient resources to support the Fire and Road departments during potential fund shortfalls.
- **Administrative Investments:** Planned investments include new zoning software, cyber security enhancements, technology updates, and digital timekeeping software to replace manual paper time sheets.
- **Personnel Planning:** A proposal was introduced to establish a retirement payout fund within the General Fund to cover future obligations for departing Road and Fire department employees.

4. **Road and Cemetery Department** Superintendent Tom Shafer provided a departmental equipment and maintenance report.

- **Five-Year Equipment Replacement Plan:**
 - **2027:** Purchase of a 3/4 ton truck (via the Gasoline Tax Fund) and updated cemetery software.
 - **2028:** Allocation of a \$125,000 investment from the Permissive Tax Fund toward a future dump truck purchase.
 - **2029:** Purchase of replacement radios and a one-ton truck (utilizing a \$50,000 investment from the Gasoline Tax Fund).
 - **2030:** A \$65,000 investment (contributing to a total two-year investment of \$130,000) for the purchase of a new mower.
- **Cemetery Grave Reclamation:** Superintendent Shafer reported on ground-penetrating radar results identifying unsold spaces. Assistant Prosecuting Attorney Austin Lines is drafting the “right of re-entry” paperwork for these spaces. This legal process requires a two-week advertising period followed by a mandatory 180-day waiting period.
- **Funding Discussion:** The Board discussed potentially allocating a portion of cannabis revenue to the cemetery fund, which currently operates with narrow margins, to ensure long-term stability.

5. **Fire Department** The Board reviewed capital equipment needs and replacement strategies.

- **Capital Equipment and Financing:** For 2027, the department plans to order a new engine. Given the engine’s projected 20-year lifespan, the Board discussed financing the purchase over a 10-year period. The budget also provides for the outright purchase of either a new medic unit or a tanker.

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- **Long-term Planning:** The forecast includes a \$225,000 investment in 2028 to fund 2029 capital purchases. The department is developing a formal replacement schedule for turnout gear and large apparatus to stabilize fund balances.

6. From the Trustees: Community Center and Administrative Space The Trustees discussed addressing the township's inadequate administrative and meeting facilities as a "fact-finding mission".

- **Renovation Project:** The Board is investigating the renovation of the existing community center in Carroll as a fiscally responsible alternative to new construction.
- **Budgetary Allocation:** The five-year forecast sets aside approximately \$850,000 for the development of administrative and community center space.
- **Facility Issues:** The following deficiencies were identified in the current Carroll Civic Center structure:
 - **Infestation:** A known bat infestation requires professional extermination and specialized cleaning.
 - **Roof Condition:** The roof is in poor condition; a quote for a metal/shingle replacement stands at \$43,000.
- **Facility Issues:** The following deficiencies were identified in the current township office structure:
 - **Health and Safety:** Current air quality concerns pose potential health risks to township employees and the public.
 - **Functional Limitations:** The lack of security and dedicated space prevents private sessions and professional meetings.
- **Next Steps:** The Trustees requested a structural assessment and intend to review a "good, better, best" comparison of facility options before proceeding.

7. Adjournment Trustee Jennifer Sitterley made a motion to adjourn; seconded by Trustee Dave Cotner. ROLL CALL: Cotner: Yes, Kosch: Absent, Sitterley: Yes
Motion Passed 2-0.

The meeting was adjourned at 11:05 a.m.

Acknowledged By *(Signatures Not Required):*

Jennifer Sitterley, Trustee


Jennifer Sitterley (Jul 17, 2026 09:27:40 EDT)

Dave Cotner, Trustee

Lonnie Kosch, Trustee