

RECORD OF PROCEEDINGS

Minutes of **Greenfield Township Trustees** *Meeting*

July 13, 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 22, 2022, Trustee Searle asked if there were any changes to the minutes. Trustee Kosch 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

FROM THE FISCAL OFFICER:

Fiscal Officer Wyne distributed financial reports.

Fiscal Officer Wyne advised that the June bank reconciliation has been completed for review and signature by Trustees.

Trustee Cotner made a motion to pay the bills associated with warrants 34779 through 34833 and Electronic Debits 90-2022 through 104-2022 which are listed on the payment report; seconded by Trustee Kosch.

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

Trustee Kosch made a motion to approve the Purchase Orders and/or Then and Nows; Trustee Searle seconded.

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

Trustee Searle made a motion to approve Resolution 2022 07 13 01 to transfer \$4,500.00 out of fund 2191-220-190-0011 to put into fund 2191-220-323-0303. This was needed to cover the repairs of Medic 56; second by Trustee Cotner.

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

Trustee Cotner made a motion to approve Resolution 2022 07 13 02; Trustee Kosch seconded the motion: To amend the revenue and appropriations received from the American Rescue Plan Act in the amount of \$285,850.02.

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

The special meeting for the budget review will be held on Tuesday, July 19 at 4 p.m. at the township office. Fiscal Officer Wyne advised she would take each of the Trustees a packet so it could be reviewed prior to the special meeting.

ZONING DEPARTMENT BUSINESS: Caitlin Barbee, Zoning Inspector, presented the following items:

Ruetsch Property - Carroll Southern Road: Caitlin explained this situation had been dealt with. The resident paid for the outstanding permit, and Caitlin advised them that she would be in close contact with the health department to ensure that the well and septic had been installed, as planned.

Prosecutor's Office Meeting/Specific Zoning Issue: Caitlin explained she had had a very informative conversation since the last meeting with the Prosecutor's Office to discuss and

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explain some situations going on in the township that are presumably going to be injunction situations. Caitlin asked how they wanted her to proceed with dealing with the situations, and noted that the situations will likely not go quickly or easily. She wants to involve the Trustees and the Prosecutor's Office from the beginning and have a standard approach to dealing with these situations. Amy Brown-Thompson advised putting the landowner on notice that the township intends to issue a citation, referencing the specific section(s) they are violating. If there is no response, issue a formal zoning citation. Caitlin noted there is a formal citation document being created for this purpose. By using this process, when the situation is presented to the Prosecutor's Office, they are already aware of what has occurred to date, and everyone will be on the same page. Also, once the formal citation has been issued, the landowner needs to be informed of their right to appeal to the BZA. If there is no appeal or action, the packet of information can then be referred to the Prosecutor's Office for further action under the ORC 519.24. Caitlin stated she has letters ready to be sent. She also noted the most challenging situation currently is the one at 3600 Havensport Road which appears to be a business operating on a residential property without any residence. There's no conditional use variance available to them, so they would need to apply to rezone. If both the BZA and the Board say no to a rezoning, then the next steps would be dealt with. Hopefully, there are some remedies that can be pursued. Discussion continued as to what the current situation is, and what could potentially be done/pursued.

Trustee Searle inquired about the situation with 4123 Election House Road and whether the property owners were living there. Caitlin explained that she has been researching the situation. It appears the people who are operating the business there do not own the property. There is a residence there, so one of remedies may be that an expanded home occupation could be pursued as a conditional use variance. She is still investigating who owns the property and who lives there. Trustee Cotner stated that Heimbergers live there and he thought they owned it. Steve Eversole explained the Stebleton Holding Company owns it and the residents are on a land contract. Caitlin stated that situation would be another question for the Prosecutor's Office. If the owners do not respond, it will be an injunction situation.

Caitlin explained there are a couple more situations to be investigated where there are complaints of businesses being conducted on residentially zoned property. With the letters she has created to be sent out, these issues will be moving forward. The letter gives the owners 14 days to respond and potentially take action, which will be in line with the timing of the Trustee Meetings, and any additional decisions and action that needs to be taken.

Steve Eversole explained to the Board that there is a personal situation going on with the family at 3600 Havensport Road, and asked them to be mindful of this as they deal with the issue. Trustee Searle noted this information, and also noted the situation has been out of compliance for over a year with running a business on a piece of R1 property. This subject was raised and discussed at the last Trustee meeting. Caitlin suggested she could amend her letter to them to ask them to contact her in the Zoning Office and move forward from there.

Caitlin also stated the Prosecutor's Office was noticing that there are many of these issues arising across the county, with people being less tolerant of these types of situations and making more complaints.

Junk Cars - Dumontville: Trustee Cotner asked if there was a notice or letter ready to be delivered to the owner of the property, as he was willing to deliver it. Caitlin explained a

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resolution had been created a few weeks ago at a prior meeting. To her knowledge, the owner had never received the zoning letter which was sent certified mail, as it was returned to the township office as “unclaimed”. Also, the Prosecutor’s Office advised her in their meeting that she could withhold any requested permits since he is in violation of the current zoning resolution. Caitlin noted that many of the vehicles had been moved. Chief Smith stated all had been moved except for one truck in the front of the property. Discussion continued as to whether the resolution would still be applicable since nearly all of the vehicles had been moved; it was speculated that the vehicles may start being parked there again by the time the owner receives the letter. Trustee Cotner will plan to deliver the letter to the owner.

Overgrown Vegetation Complaints: Caitlin stated there have been several complaints being raised about this issue, with two recurring complaints: One at 2155 Carroll Southern Road - The Reserve at Farms Creek. There have been multiple complaints of it being overgrown. The other one is at 2435 Carroll Southern Road. Caitlin has gone to observe both of these complaints, and feels the complaints are valid. She suggested sending a letter first to notify the owners and give them an opportunity to rectify the situation by mowing. Trustee Searle asked if The Reserve at Farms Creek was rezoned or still zoned agricultural; noting that if it is still agricultural, it would not require mowing. Trustees Kosch and Cotner stated it would still need to be mowed, especially if it has noxious weeds growing. It is required to be mowed once per year. Caitlin stated she has the letter regarding noxious weeds that was used in a prior situation (Fisher property) and this will be used as a template letter to be sent to the owners of the properties.

FLOOR: At this time, Trustee Searle recognized Robert Huffman, 1580 Woodland Heights Lane NW, who wished to speak. Mr. Huffman explained that he had been to the Board meeting approximately two months prior to make a request to build a retaining wall in front of his property. He was advised that it was a county road and he would not be able to build the wall. He had then contacted the county to confirm that the boundaries were different due to Woodland Heights being a platted subdivision, and advised as long as he was out of the easement, it was his property and he could build the wall. Caitlin responded that she and Tom Shafer had had several conversations about this request and she had also discussed it with the Fairfield County Engineer’s Office when speaking about another matter. She noted it was not a zoning issue. Discussion continued as to the right-of-way measurements and how that is calculated. Mr. Huffman also explained in more detail how his property is configured and what he is trying to accomplish by building the wall. Tom Shafer stated it was up to the Board to decide, but he did not have an issue with the wall being built, as long as it is not in the right-of-way for the township to have access. Trustee Kosch noted all utility lines would need to be taken into consideration. Trustee Cotner also suggested that Mr. Huffman contact his insurance company to inquire about building the wall, noting that there had been issues in the past with residents who had built concrete or brick mailbox structures and being sued by drivers who had hit those structures. Mr. Huffman stated he would do so, and noted he wanted to be sure there were no issues with any future Board of Trustees, before proceeding with this project. Trustee Searle reiterated that it is Mr. Huffman’s land, and he can proceed with building the wall, and no zoning permit is needed.

Mr. Huffman also asked when any road repairs may be done in Woodland Heights. He noted there hadn’t been anything done for some time, and the road is deteriorating, with many potholes that are getting bigger. Tom Shafer responded that the township summer roads project is going to be discussed in the meeting. He also stated that patching had been done in the

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subdivision in the past, but he would keep an eye on the roads, and that he knew there was ditching that needed to be done.

ROAD AND CEMETERY DEPARTMENT BUSINESS: Tom Shafer, Road & Cemetery Superintendent.

Summer Roadwork Project/Bid: Tom stated he had done some additional calculations, and suggested that approximately \$129,000 could be saved if the Victor and Kull Roads and Greenfield Estates chip/seal projects were removed from the equation. Part of the estimate was \$74,000 just for mobilization of the cold mix plant. This could potentially be a total savings of \$200,000. Tom stated he would be meeting with Shelley Company tomorrow (they had not bid on the project initially because of the material being used). He suggested having the county rebid the project for the township, with the change of using hot mix asphalt (and not doing the chip/sealing). He feels this could be a substantial savings, and possibly allow for some of the alternate bid projects that were proposed. He also stated the only bid received will get discarded because it exceeds more than ten percent of the engineer's estimate. The Board was in agreement with this plan. Trustee Kosch explained that the engineer's office said the project was still doable this year, with the rebid occurring in mid- August, and likely the project wouldn't be done until the end of August/beginning of September. Tom also noted it will make a difference with the hot mix option being used as it gets later in the year, and the heat of the day being lost. Trustee Kosch stated the engineer's office was more comfortable with the hot mix being used on Victor and Kull Roads, as well. Fiscal Officer Wyne noted the only bill received from the engineer's office thus far was for \$350 for the legal ad to be placed, so there will be more bills coming. The Board again recommended to use this plan, and for Tom to get the quote and estimate out as soon as possible, including the specific roads: Victor Road, Kull Road and Greenfield Estates.

Cemetery Mower Purchase: Tom explained he had three bids for a new cemetery mower: Kuhn Turf Equipment, Dittmar Sales, and All Power Equipment. He stated there is much difficulty in obtaining a new mower because companies are not keeping mowers in stock/can't get them, and everyone wants to be paid up front before even ordering a new mower. When he checked with Kuhn, they have a mower made by a manufacturer called "Big Dog" (Cub Cadet also falls under this same manufacturer umbrella). It is on bid assist which yields a 27% discount, included on the quote. Tom wants to add the "never flat" front tires which will add \$400 to the total cost of \$11,750.52. It is a 60 inch mower. Tom feels that Kuhn Turf and Equipment will have more parts availability.

Trustee Searle moved to rescind the motion that had been passed to purchase the mower from All Power; Trustee Cotner seconded the motion.

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

Tom submitted all three quotes, plus the W-9 form for Kuhn Turf and Equipment, as well as the completed township purchase request form.

Fiscal Officer Wyne stated that she would need an invoice from Kuhn's for the mower.

Trustee Searle made a motion to purchase a mower from Kuhn Turf and Equipment for no more than \$12,000, to be purchased with ARP funds. Trustee Cotner seconded the motion.

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

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Tom confirmed the mower is ready to be picked up. Fiscal Officer Wyne asked that this be done on Tuesday, July 19, 2022 when the special trustee meeting is already scheduled for budget review. The check for the mower can be signed at that time. She also confirmed that this will be paid from fund 2275.

Tom reported that the department is on their third round of mowing.

At this time, Tom Shafer requested that the Board have an Executive Session to discuss a personnel matter, and asked that Fiscal Officer Wyne be included in the session. Trustee Searle made a motion to go into Executive Session to discuss a personnel issue in the Road Department; Trustee Kosch seconded the motion.

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

The Executive Session was entered at 6:49 p.m.

Trustee Searle moved and Trustee Cotner seconded the motion to return from Executive Session.

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

The Board returned from Executive Session at 7:08 p.m.

Trustee Searle stated that a Road Department personnel issue had been discussed, and that no action will be taken at this time.

Trustee Cotner reminded Tom about the situation on Bonita, and also Kincaid's property. Trustee Searle also stated Randolph's issue still needed to be resolved.

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

New Cascade System and RIT Pack: Chief Smith shared pictures of the old cascade system versus the new cascade system that was installed last week, with the funds from the FEMA grant. The new system has been all plumbed in, updated all the lines, and updated the jumper line that goes to the engine rescue so they can fill from the cascade system. The system also has a compressor.

The new RIT pack was also received. There is training being done on it and once that is completed, it will be put into service. Chief Smith noted these systems were funded by the FEMA grant for a total of \$47,962.86; the Department paid \$2,398.14.

Lancaster Safety Council: Chief Smith noted these meetings will start being held in person again at the Workforce Center off Coonpath Road. The first meeting is August 2, 2022. Elected officials are not required to attend a yearly meeting, as had been required in the past. Chief Smith stated he is working with the council to set up some training topics, and they wanted to involve the Heart Watch group. They are also working with the Sheriff's Office to set up an active aggressor training. Fiscal Officer Wyne asked if someone from the Fire would be attending every meeting and she was advised yes, they will be attending the meetings. It was noted a total of ten meetings need to be attended in order to receive a discount.

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Part-Time Employee Hiring: The Department has posted on social media to advertise that they are looking for part-time employees. There are currently 21 part-time employees. The most recent new hire is working a six-day rotation between Greenfield and Bloom Townships.

Protocol Updates: Chief Smith reported he and Lt. Reaves are working with their new medical director to update their protocol. This includes how the Department handles their medication, patients and anything related to EMS. He noted they were glad to have a medical director there to listen to their ideas and opinions.

Burgess Ambulance: Chief Smith presented the original contract and also the updated contract with the two separate pages showing the two different purchases. The second purchase will be for once the medic arrives. Chief Smith advised that he an Fiscal Officer Wyne received direction from the Prosecutor's Office on how to proceed. There needs to be stand-alone documents for each purchase, and all purchasing policies need to be followed. Also, multiple quotes had to be obtained, bought by DAS, and the \$250,000 threshold for federal funds must be met. The first purchase contract is for \$249,834, which will be paid for out of ARPA funds. This is a stand-alone and will not come out of ARP funds; it will come out of the capital funds. The next step is for the Board to sign the contract. Chief Smith will submit the signed contract to Steve Strickland, Burgess Sales rep. Fiscal Officer Wyne asked for copies of the signed documents to be faxed to her. Chief Smith estimated approximately a year until the truck would be ready.

E.C. Babbert: This company had been out to replace a relay switch that was malfunctioning. It was likely caused by recent power surges and outages which caused power to come from two different sources. The system was alarming and indicating that it wasn't working properly, but has been repaired and the septic is now working properly.

Generator Replacement: At this point, all of the paperwork is done and the Department is waiting on the installation of the new generator. Chief Smith confirmed all the specifications via email last week, and the order is being placed. It is estimated it will take a year to get the new generator installed. Chief Smith has been in communication with Brad Hutchinson and he is fine with the Department using his generator until the new one is installed. Fiscal Officer Wyne asked if a thank you letter to Brad Hutchinson had been sent as previously discussed. It was decided that Chief Smith will send the letter. Trustee Cotner also said he would call Brad and express the Board's appreciation, as well.

Part-Time Employees/House Bill 377: This bill recently became law. This will allow the part-time firefighters to work more hours per week without signing a waiver. Chief Smith stated it will definitely help the smaller departments. It gives an extra three to four hundred hours. Trustee Searle asked how this will affect Greenfield's Fire Department since they currently have a 1,500 hour yearly cap. It will increase the cap to 1,976 hours. Chief Smith stated with the Department having under 50 employees, they will be able to allow any of the part-time employees to work up to the 1,976 hours. It was noted there was only one firefighter last year who requested to work more than the 1,500 hours, who needed to sign a waiver. Tom Shafer asked about the part-time road employees being able to sign a waiver to work more hours. Trustee Searle stated there is a house bill that has not been signed yet that would allow other township employees to work more hours. Fiscal Officer Wyne also asked about how this will affect the overtime threshold for part-time firefighters who work over 212 hours in a month.

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Chief Smith responded that the 96-hour rule will remain in effect. This is already built into the scheduling software and gives a buffer up to the 106 hour maximum.

FROM THE TRUSTEES:

Hunter's Run Conservancy - Study: Trustee Searle stated he had read that the Fairfield County Commissioners had approved \$139,000 in ARP funding to the conservancy for the infrastructure study. He stated he hoped this included Rock Mill. Tom Shafer noted that Brook Road and Greenfield Lake are part of the conservancy, as well as some others that are on private land.

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

ROLL CALL: Cotner: Yes Kosch: Yes Searle: Yes Motion passed 3-0
Meeting adjourned at 7:27 p.m.