

RECORD OF PROCEEDINGS

Minutes of

Greenfield Township Trustees

Meeting

July 22, 2020

Held 2:00 PM

The Greenfield Township Trustees met in regular session at the township office. 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 Budget Hearing held on July 8, 2020, Trustee Kosch asked if there were any changes to the minutes. 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 meeting held on July 8, 2020, Trustee Kosch 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

FISCAL OFFICER

Fiscal Officer Wyne distributed financial reports

Trustee Cotner made a motion to pay the bills associated with warrants 33633 through 33660 and Electronic Debits 77-2020 through 78-2020 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 Purchases Orders and/or Then and Now Purchase Orders; Trustee Searle seconded.

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

Fiscal Officer Wyne asked the trustees if salary continuation also applies to the Road Department and part time employees. Chief Smith stated it does benefit the township as far as BWC rates. Discussion followed. Motion was made by Trustee Cotner to have Jason Belleau have BWC pick up the wages instead of salary continuation thru Greenfield Twp.; seconded by Trustee Kosch.

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

RECORD OF PROCEEDINGS

Minutes of

Greenfield Township Trustees

Meeting

July 22, 2020

Held 2:00 PM

Fiscal Officer Wyne will write up a resolution on how we handle salary continuation and BWC payments after some research and forward a draft to the trustees.

Fiscal Officer Wyne reminded the Trustees that the township needs to adhere to FLSA. She stated under FLSA employees are required to take a lunch break. She advised recently that employees stated no lunch on their timecard and turned it in for overtime, comp time or left early. She asked the trustees if an employee does not take a lunch do they get overtime, comp time or should they just leave early. Trustee Searle asked Tom what the Road Department got for lunch and Tom advised 30 minutes. Trustees advised that on a rare occasion if an employee misses their lunch due to work obligations then they may take their lunch at the end of the day. Missed lunches are not permitted to be turned in for overtime or comp time.

There was discussion on opening the office back up with safety measures due to the pandemic. Chief Smith stated he would ask around at the station to see if anyone would be interested/capable of building some plexiglass partitions.

Fiscal Officer Wyne stated she has left messages for Wendy at OTARMA to order the sexual harassment DVD. Chief Smith stated he has been in contact for OTARMA and maybe could help with this.

Fiscal Officer Wyne stated she has been working on the CARES Act grant since the end of June. She advised that she also had to apply to the Federal Government and get approval. At this time she has not received approval from the Federal Government. She advised that the Township received \$29,362.91 and will be receiving an additional \$363.51 but we can't spend the additional money until we are approved in the Federal system and then get approval of Office of Budget Management (OBM).

ZONING

Kevin not in attendance. Fiscal Officer Wyne passed out the zoning fee & permit report to the trustees.

RECORD OF PROCEEDINGS

Minutes of

Greenfield Township Trustees

Meeting

July 22, 2020

Held 2:00 PM

Trustee Kosch stated he got 2 signs for zoning hearings for free notifying the public that a zoning hearing is being scheduled for a zoning change in which the date and time will be put on the sign. It was decided that Kevin will be responsible for erecting the post and attaching the sign. Trustees advised that Kevin could use Road Department materials or equipment. The sign needs to be displayed on the property visible to the public at least 10 days prior to the hearing.

Trustee Kosch stated he had talked to Julie at Brosius Law office about property clean up and Kevin will have to go out and take photos, check out if there are liens, who the land owner is and then send all the information to Julie and she will write up the resolutions and send it out the first couple times. Kevin needs to present it to the trustees before the resolution is done. Trustee Kosch will call the lady that lives next door to the property and let her know what is going on.

Trustee Cotner stated there are 30 - 40 junk cars at the body shop at Carroll Southern & St. Rt. 33. Trustee Cotner will inform Kevin about the issue.

Trustee Searle stated he will speak to Kim Wickham about making the needed corrections to the amended zoning book. Trustee Kosch stated Mrs. Kosch also offered to help make the corrections. Trustee Searle stated he felt that if Kim is doing the editing, then she needs to be able to make the decisions involving the editing.

Trustee Kosch stated he had not seen any inspections listed on Kevin's time sheet. Carla Jacobs stated that Kevin's time sheet states he gets paid for 2 inspections and inspections have been listed on his time sheet. She also stated that since Kevin must have two for his timesheet in order to be paid, Kevin has said in the past he sometimes forgets to list them if it is a while in between inspections. Trustees decided to have the amount for 2 inspections divided in half and advised Kevin will be paid per inspection. The time sheet will be adjusted accordingly.

FIRE

Chief Smith reported that Engine 562 has been repaired and is back in service.

RECORD OF PROCEEDINGS

Minutes of

Greenfield Township Trustees

Meeting

July 22, 2020

Held 2:00 PM

Fiscal Officer Wyne asked if part-timer Jason Belleau is allowed to be on light duty. The trustees stated that light duty is not allowed for part-time employees.

Chief Smith reported that Cory Spires is back on light duty after his surgery and is in therapy. Fiscal Officer and Chief Smith spoke to Alexandria at BWC on getting more accurate back to work restriction paperwork.

Chief Smith brought up the 1500-hour waiver for part-time employees. He has been talking to Amy at the Prosecutor's Office and found they will be allowed to have 3 or 4 employees go over the 1500 hours. The employees will have to voluntarily ask to sign a benefits waiver. Fiscal Officer Wyne stated the Road Department is also eligible for the 1500-hour waiver. Trustee Searle added we need to put a limit on the number of hours they can work for the year.

Chief Smith stated that Lester Dutton has asked for a leave of absence since he will be deployed for 12 to 16 months. Fiscal Officer Wyne stated that these request have been approved in the past and the employee will be subject to a drug test prior to being reinstated. Trustees agreed to allow the request but advised he will have to have a drug test to return to work.

Captain Smith requested to go into executive session with the Trustees to discuss a potential discipline situation. Trustee Searle made the motion to go into executive at 3:22 p.m.; seconded by Trustee Kosch.

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

Motion made by Trustee Cotner at 3:34 to come out of executive session: seconded by Trustee Kosch.

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

Trustee Kosch reported Chief is waiting on investigation paperwork and no action will be taken at this time. Fiscal Officer Wyne stated that the entire investigation needs to be sent to the Fiscal Office once it is completed along with any action that is taken.

RECORD OF PROCEEDINGS

Minutes of

Greenfield Township Trustees

Meeting

July 22, 2020

Held 2:00 PM

ROAD

Tom had the trustees resign the contract with Liberty for chip sealing that was signed in April since the contract can't be found. He stated he hopes the chip sealing will start in a couple weeks. Tom explained that sometimes it is hard to get a spot tank due to the County also doing their chip sealing. There will be about 6 miles in Greenfield Township and he hopes to do ours before Liberty.

Tom reported he has put close to 150 ton of stone on the roads because of bleed through due to the extreme heat this summer.

Tom stated the roads are mowed and the department has been doing patching to get ready for the chip sealing.

Trustee Searle asked if they would need help for chip sealing. Tom said he may possibly be hiring Brad Benson and Fiscal Officer Wyne reminded Tom to allow time for paperwork and drug testing to be completed before he would start.

Trustee Kosch asked Tom why they started mowing the roads so late this year as he advised Liberty Township is starting their 3rd round of mowing roads. Tom replied that the whole month of May while it was raining, he was cutting berm in the rain instead of mowing in the rain plus we had a lot of funerals.

Trustee Kosch asked why we haven't cut around the trees and guardrail posts and if they had sprayed the cemeteries and the roads. Tom said he started mowing behind guard rails down south and on Rainbow, and because it got so hot he had to stop, the tractor going back and forth tears up the road when it's this hot.

Also, Trustee Kosch asked are you still doing weekly road sign inspections. Tom stated yes.

Trustee Kosch received a call from Michael Smith regarding the ditching on Brook Road in front of his house, now the ditch is steep and he almost wrecks his mower

RECORD OF PROCEEDINGS

Minutes of

Greenfield Township Trustees

Meeting

July 22, 2020

Held 2:00 PM

trying to mow it. Tom stated that the ditch was filled in with sediment and he took the skid loader in there and cleaned out all that sediment and Mr. Smith couldn't mow it before because it was so wet and held water.

Trustee Kosch asked Tom if he still kept the log on complaints. Tom stated that the complaints go in the complaint binder in the office.

Trustee Cotner asked Tom if he had taken care of the lady and her foundation and Tom replied yes. Trustee Kosch asked if all foundations were poured Tom said no, there have been a lot since the cut off. Discussion on the waiting period for a grave to settle before pouring followed.

The trustees reminded Tom how important it is to return phone calls to people.

Trustee Cotner spoke to Amy at the Prosecutor's Office about the road and cemetery funds. Amy stated you cannot use road funds for cemetery or vice versa. You can fund the cemetery out of the general fund or run a levy to cover cemetery maintenance.

Trustee Kosch asked Tom if he was keeping Doug's time for road work and cemetery work separate. Tom stated he is just starting to do that.

Trustee Cotner brought up the idea of raising the cemetery fees for opening & closings. Discussion followed.

TRUSTEES

The next meeting will be at 7:00 p.m. at the firehouse on August 12th.

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

ROLL CALL: Cotner: yes, Kosch: yes, Searle: yes. Motion Passed 3-0

Business concluded; meeting adjourned at 3:55 p.m.

RECORD OF PROCEEDINGS

Minutes of

Greenfield Township Trustees

Meeting

July 22, 2020

Held 2:00 PM