

RECORD OF PROCEEDINGS

Minutes of **Greenfield Township Trustees** *Meeting*
July 22, 2026 - Held 6:30 PM

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1. Meeting Call to Order and Attendance: The meeting of the Greenfield Township Board of Trustees was called to order at 6:30 PM at the Firehouse. Trustee Jennifer Sitterley led the assembly in the Pledge of Allegiance.

Attendance:

- **Trustee Jennifer Sitterley:** Present
- **Trustee Dave Cotner:** Present
- **Trustee Lonnie Kosch:** Present
- **Fiscal Officer Angela Bichard:** Present

2. From the Fiscal Officer Fiscal Officer Angela Bichard presented several financial matters, administrative updates, and legislative resolutions for Board consideration.

Financial Approvals Trustee Cotner moved for the adoption of Blanket Purchase Order 59-2026 for account 2021-330-360-0000 (Contracted Services) in the amount of \$5,700; Trustee Sitterley seconded the motion.

ROLL CALL: Sitterley: Yes Kosch: Yes Cotner: Yes **Motion Passed: 3-0**

Trustee Cotner moved for the adoption of Purchase Order 38-2026 in the amount of \$3,300 for the Strange Event Center (Cheers Chalet) for the OTA meeting. Trustee Kosch seconded the motion. **ROLL CALL:** Sitterley: Yes Kosch: Yes Cotner: Yes **Motion Passed: 3-0**

Trustee Sitterley moved for the adoption of Purchase Order 39-2026 in the amount of \$9,650 for iWorQ software; Trustee Cotner seconded the motion. **ROLL CALL:** Cotner: Yes; Kosch: Yes; Sitterley: Yes. **Motion Passed.**

Trustee Cotner moved to approve the June bank reconciliation, appropriation reports, fund reports, and the payment report, which includes Warrants 4197–4214 and Electronic Debits 165-2026 through 181-2026; Trustee Sitterley seconded the motion.

ROLL CALL: Sitterley: Yes Kosch: Yes Cotner: Yes **Motion Passed: 3-0**

Resolution 2026-0722-01: Communication Policy Fiscal Officer Bichard presented a resolution to establish a formal communication policy. The policy facilitates the re-establishment of the Township's Facebook page with designated administrators and stipulates that comments will be disabled to maintain the page as a notification-only resource. The Board deliberated on the cost-efficiency of communication systems, noting that the "Savvy Citizen" service was \$3,500/year and the current email system was \$112/year, which allows for engagement tracking and better transparency.

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Trustee Cotner moved for the adoption of Resolution 2026-0722-01; Trustee Sitterley seconded the motion.

ROLL CALL: Sitterley: Yes Kosch: No Cotner: Yes **Motion Passed: 2-1**

Resurfacing Project Resolutions Trustee Sitterley moved for the adoption of Resolution 2026-0722-02 to approve the contract with The Shelly Company for the 2026 resurfacing project in the amount of \$318,543.50; Trustee Cotner seconded the motion.

ROLL CALL: Sitterley: Yes Kosch: Yes Cotner: Yes **Motion Passed: 3-0**

Trustee Cotner moved for the adoption of Resolution 2026-0722-03 to approve the Notice to Commence for the 2026 resurfacing project; Trustee Sitterley seconded the motion.

ROLL CALL: Sitterley: Yes Kosch: Yes Cotner: Yes **Motion Passed: 3-0**

Carroll Community Center & Environmental Issues The Fiscal Officer apprised the Board of building issues at the Carroll Community Center. Repairs are complicated by a protected bat colony within the structure. Per DNR wildlife exclusion regulations, permanent remediation cannot occur until after the August 15 deadline. ANR Pest Solutions has provided a quote of \$1,000 for eradication and monitoring. Activities have been rerouted within the building to ensure public safety while shoring up entry points.

Administrative Deadlines and Audit Update Fiscal Officer Bichard requested that temporary appropriations be finalized and approved by September 1st due to her upcoming limited availability later in the year. She further reported that the State Auditor has requested an extension until August 31st to complete the current audit.

Administrative Proposal and Internal Controls Fiscal Officer Bichard presented a proposal for a part-time Township Administrator. She emphasized the necessity of separating statutory duties (specifically narrow financial roles assigned to the Fiscal Officer by law) from non-statutory duties (HR, personnel files, insurance shopping, public records coordination, and cybersecurity). She noted that under current audit standards, findings for non-statutory duties fall on the Township/Trustees rather than the Fiscal Officer unless properly delegated.

- **Proposed Terms:** \$35,568 annual salary (\$23.72/hour) minimum per FLSA.
- **Hours:** Up to 29 hours per week (maximum 1,500 hours annually).
- **Benefits:** No healthcare benefits.

3. Zoning Inspector Zoning Inspector Jeff Williamsen provided the following report:

- **Permits and Portals:** Year-to-date permit fees total \$28,563. The iWorQ portal is ahead of schedule and expected to go live within 60 days.

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- **Cybersecurity:** The Township is implementing a managed services plan. Software will be installed on iPads and computers to monitor for suspicious activity and ensure security patches are current. Dual-factor authentication will be required for administrative access.
- **Project Updates:** A business plan for Rockmill has been received; a meeting between the owner and Trustees is pending. Regarding air quality testing, Inspector Williamsen expressed a preference for vendors who do not perform remediation to avoid potential conflicts of interest.
- **Zoning Code Revision:** The Zoning Commission is reviewing "Accessory Dwelling Units" (ADU). The proposed code limits these to 1,200 square feet on properties of at least 5 acres, requiring separate septic and well systems.

4. Road and Cemetery Department Superintendent Tom Shafer reported on infrastructure challenges:

- **Rainbow Drive & ODOT:** Heavy traffic bypassing the roundabout construction has severely damaged Rainbow Drive. Under ORC 5517.03, ODOT is mandated to maintain and restore roads used as unofficial detours. ODOT has granted an allotment of 500 tons of hot-mix asphalt for these repairs.
- **Strategy Change:** Superintendent Shafer recommended foregoing \$100,000 of planned chip-seal work to instead utilize those project funds for hot-mix asphalt (blacktop) to handle increased traffic loads.
- **Public Safety:** Shafer noted that the Sheriff's Office provided a presence with "red and blue lights" to protect the road crew during recent maintenance on Rainbow Drive.
- **Property Damage:** Residents experiencing damage, such as the blown tire reported near Johnny Tree Farm, are encouraged to file claims through the official ODOT portal.

5. Fire Department Chief Brad Smith presented the following updates:

- **Personnel:** Trustee Sitterley moved to accept the resignation of part-time firefighter Kasper Rohrbaugh, effective immediately; Trustee Cotner seconded the motion.
ROLL CALL: Sitterley: Yes Cotner: Yes Kosch: Yes **Motion Passed: 3-0**
- **Public Relations:** The department is coordinating with a design team for a Buckeye Toyota vehicle wrap; a formal public relations photo will be scheduled upon completion.
- **Training & Meetings:** Joint school rescue training with the Sheriff's Office is forthcoming. A public meeting regarding the proposed roundabout is scheduled for August 13 at 6:00 PM.

Administrative Motion: Trustee Sitterley moved to approve Tom Shafer's vacation request for August 16–23; Trustee Cotner seconded the motion.

ROLL CALL: Sitterley: Yes Kosch: Yes Cotner: Yes **Motion Passed: 3-0**

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6. Floor: Jerry Swartz raised concerns regarding the influx of semi-trucks on Rainbow Drive and the lack of "No Truck" signage on Route 158. He noted several instances of trucks becoming stuck or involved in accidents while attempting to navigate township roads.

7. From the Trustees (CEDA and Public Hearing) The Board discussed the Cooperative Economic Development Agreement (CEDA) with the City of Lancaster and Fairfield County.

- **Legislative Intent:** The agreement aims to define territory and utility access, effectively removing the incentive for annexation by providing services while allowing the Township to retain a voice in area development.
- **Terms:** This stage focuses on territory; revenue-splitting mechanisms will be addressed in a future New Community Authority (NCA) agreement.
- **Exclusions:** Notably, the City excluded the Claypool Farm (Route 158) and the Google property on Wilson Road from this agreement.
- **Public Hearing:** A formal hearing is scheduled for August 24 at the City Council chambers.

8. Executive Session and Adjournment Trustee Sitterley moved to enter Executive Session to discuss "pending litigation" at 7:32 p.m.; Trustee Cotner seconded the motion.

ROLL CALL: Sitterley: Yes Kosch: Yes Cotner: Yes

Motion Passed: 3-0

Trustee Cotner moved to come out of Executive Session at 7:47 p.m.; Trustee Kosch seconded the motion.

ROLL CALL: Sitterley: Yes Kosch: Yes Cotner: Yes

Motion Passed: 3-0

The Board returned from Executive Session at 7:47 p.m. No action was taken.

Trustee Cotner moved to enter Executive Session at 7:48 p.m.; Trustee Kosch seconded the motion.

ROLL CALL: Sitterley: Abstain Kosch: Yes

Cotner: Yes

Motion Passed: 2-0

Trustee Cotner moved to come out of Executive Session at 7:59 p.m.; Trustee Kosch seconded the motion.

ROLL CALL: Sitterley: Abstain Kosch: Yes

Cotner: Yes

Motion Passed: 2-0

With no further business before the Board, Trustee Cotner made a motion to adjourn; seconded by Trustee Kosch.

ROLL CALL: Sitterley: Yes Kosch: Yes Cotner: Yes

Motion Passed: 3-0

The meeting was adjourned at 7:59 p.m.

Signature:

Email: