

RECORD OF PROCEEDINGS

Minutes of

Greenfield Township Trustees

Meeting

July 25, 2018
Held 1:00 PM

The Greenfield Township Trustees met in regular session at the Township. Lonnie 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 Trustees reviewed the minutes from the Budget Hearing on July 11, 2018, Trustee Searle made the motion to approve the Budget Hearing minutes as written; Trustee Cotner seconded the motion.

Roll Call: Cotner: Yes; Kosch: Yes; Searle: Yes. Motion Passed 3-0.

After each Trustees reviewed the minutes from the previous Trustees' meeting on July 11, 2018, Trustee Cotner made the motion to approve the minutes of July 11, 2018 as written; Trustee Searle seconded the motion.

Roll Call: Cotner: Yes; Kosch: Yes; Searle: Yes. Motion Passed 3-0.

FROM THE FISCAL OFFICER

The Fiscal Officer passed various pieces of correspondence and the Financial Reports.

Trustee Searle made a motion to approve financial reports; Trustee Kosch seconded the motion.

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

Trustee Cotner made a motion to pay the bills with warrants 32468 through 32490 and the Electronic Debit 70-2018 listed on the attached payment report; Trustee Kosch seconded the motion to approve.

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

Trustee Kosch made a motion to accept the Purchases Orders and/or Then and Now Purchase Orders; Trustee Cotner seconded.

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

Fiscal Officer Wyne advised several weeks ago an employee advised her that his AFLAC Supplemental Insurance had not been deducted properly in 2015 & 2016. Fiscal Officer Wyne advised she reviewed the AFLAC Supplemental Insurance for the townships current employees and determined that current employees which had AFLAC during 2015 & 2016 had issues. She determined that out of 10 employees, 9 were over charged for their supplemental insurance which amounted to around \$1,935.82 and 1 employee was under charged \$391.56. She asked the Trustees how she needed to handle this issue. Trustee Searle made a motion to reimburse employees that had too much deducted and to treat the one employee that had over paid as compensation to that employee, motion seconded by Trustee Cotner.

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

Fiscal Officer Wyne also stated she would like to draft a memo for the Trustees to sign stating it is the employee's responsibility to check their pay stubs and if there is an issue, to bring it to her attention in a timelier manner and we will move forward with this and not be going back any further to check the previous payroll deductions.. Also she would like to have all AFLAC meetings at the office in order to make sure we get all paperwork. Motion made by Trustee Kosch to provide letter to employees and that all AFLAC meetings be held at the township office, seconded by Trustee Cotner.

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

Fiscal Officer Wyne stated she received a contract renewal notice from Ben Kitchen for Termite Control for the Carroll Fire Station with a yearly fee of \$36.30. She stated that part of the building is being used by the Village of Carroll and part by the Road Department. She asked the Trustees if this contract is needed and who is responsible for paying it. Trustee to Kosch will contact the village to see if they will pay the yearly fee.

RECORD OF PROCEEDINGS

Minutes of

Greenfield Township Trustees

Meeting

July 25, 2018
Held 1:00 PM

Fiscal Officer Wyne stated that she received a call on July 19 from Zoning Commission member Jack Barr inquiring about his payment for the Zoning Commission meeting that was held on June 19. Jack was advised that no attendance record was turned in. Attendance sheet was forwarded to Fiscal Officer on July 20 from Trustee Searle. Fiscal Officer Wyne advised that the payroll will be processed with the pay date of August 9. Fiscal Officer Wyne stated that Kim Wickham checked she is to be paid for \$50.00 for the meeting and \$25.00 for minute transcription and she has not been instructed to pay Ms. Wickham the additional \$25.00. Motion made by Trustee Cotner to pay the additional \$25.00 to Kim Wickham for taking minutes at the Zoning Commission meeting, seconded by Trustee Searle.

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

Trustee Searle asked Fiscal Officer Wyne if she had received the attendance from the July Zoning Commission meeting. Fiscal officer Wyne stated that she had received the attendance however Lacey Storts advised her that the recorder had not been charged and therefore there is no recording of the July meeting.

Fiscal Officer Wyne distributed the Greenfield Township Zoning Commission meeting minutes from May 15, 2018 & June 19, 2018 to each of the Trustees. She asked them if they had read them. She also reminded them that the meetings are recorded and they are welcome to come to the office to listen to them if they don't have access to the drop box. She advised she does not believe the meetings were necessary since they did not meet the requirement to hold the meetings (zoning changes and/or zoning book changes). She did advise the Trustees that she would be attaching a Memorandum of Record to these minutes stating that she would not be signing the payroll. She stated she is obligated to pay the members, since the Trustees advised the Zoning Commission will be paid \$50.00 for each meeting attended. Trustee Searle stated he would like to table this in order to look over minutes. Motion made by Trustee Kosch to table this until the next meeting, seconded by Trustee Searle.

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

Fiscal Officer Wyne stated that she will be attending the Budget Hearing on Monday, August 6, 2018 at 1:35 in the Commissioners' Hearing Room regarding the Budget that was approved on July 11. Trustee Cotner stated he will attend the hearing with Fiscal Officer Wyne. Fiscal Officer Wyne stated she received correspondence from Josh Van Dyke (Auditor's Office) on the budget prior to the 12:30 special meeting with the Prosecuting Attorney, she advised she will forward her response to his questions to them.

FLOOR

John Reef stated he would like to apologize to Fiscal Officer Wyne for the extra work she did to get clarification on the time change for this meeting. The reason he questioned the handling of the change was based on the issues they had previously had with PUD with Rockmill Brewery.

John Reef stated that in the June 27, 2018 minutes, the trustee went into executive session and then came out and Trustee Kosch stated there will be no action taken at this time but there will be counseling given to Tom to regulate the hours of his part time employees. John stated this is action and questioned when this was decided by the trustees or was it decided by the trustees about the counseling. Trustee Searle stated there was no discipline, memorandum of counsel is not discipline, so no action was taken on this possible disciplinary matter. John asked if he is to understand that counseling is not an action. Trustee Searle said then the wrong word was used if it was counseling, a memorandum of counseling is what we decided, that is not discipline. John stated it says counseling given to Tom and asked when this was decided. Trustee Kosch stated that he decided on his own when they came out to do that because they didn't do any action in there on him.

John Schmidt of 4952 Carroll Eastern Road stated that on Saturday he heard dogs barking. There was a kennel across the road but it closed when they sold that property and doesn't know if they can even continue to have a kennel again. John went over to talk to the neighbor and asked if they were watching dogs and the neighbor stated yes but they weren't

RECORD OF PROCEEDINGS

Minutes of

Greenfield Township Trustees

Meeting

July 25, 2018

Held 1:00 PM

collecting any money. John doesn't know if it is legal or right and has listened to dogs for years and will fight having another kennel over there and John said he was told by the Trustees that they would have to go through zoning again. Kevin stated the resident had called him and Kevin explained the procedure to get correct zoning.

Kim Wickham asked the trustees if they wanted her to resend the zoning minutes. Trustee Searle said no, but he would prefer them in hard copy.

Kim brought up the legal notice for the paper was incorrect that stated the zoning hearing would be at 7:00 pm and stated it should of read 6:00 pm. Kevin apologized for the error and said he didn't see that email and asked the zoning secretary submit the legal notices for the zoning commission from now on. Kim told Kevin he should do it and Kevin replied that the zoning inspector and zoning commission are 2 separate entities that share the same topic without much interaction other than sharing information back and forth. Trustee Cotner stated it is better to have it at 7:00 since a lot of people can't make it to a meeting by 6:00.

ZONING DEPARTMENT BUSINESS

Kevin hadn't printed off the fee report.

Kevin stated he talked to James Mako at Regional Planning about going through the process of getting something put on the map and we have been doing it right. Trustee Kosch asked how it gets on the map and Kevin stated it came from him. Fiscal Officer Wyne asked if this effects the school because it is a rezone. Kevin stated it does and that Shaun Hahn was to get with the Trustees to draw something up because it is to revert back to R1 if it is ever sold. Trustee Cotner stated he will stop by and talk to Mr. Hahn.

Trustee Cotner asked about pricing for having mowing done. Kevin said he hasn't gotten any quotes yet. Fiscal Officer Wyne stated she was told that Pleasant & Violet Township also charge an administrative fee. Kevin asked if that is something the board needs to set, and Fiscal Officer Wyne stated that the Trustees would need to make a motion to charge an administrative fee. Fiscal Officer Wyne said she had received a call from a resident complaining about the old nursing home on Lithopolis Road and it's not being taken care of. Fiscal Officer Wyne stated she advised the caller since they are keeping the cutting the grass, the township really can't do anything, She also advised the caller when the trustee meetings are and that she is welcome to attend if she has concerns about this property.

Trustee Kosch asked Kevin about the house on Carroll Southern and the abandon house on Election House concerning the high grass.

Trustee Searle asked how to get an up to date and accurate zoning map. Trustee Kosch stated that he brought in the newest map. Trustee Searle questioned the zoning of Colonial Estates because of previous discussion of how that parcel is zoned. Trustee Kosch stated that the map room told him that it could take up to 6 months for changes to hit the map.

FIRE DEPARTMENT BUSINESS

No one present to represent the fire department.

ROAD AND CEMETERY DEPARTMENT BUSINESS

Tom wanted to thank Lonnie for going to the county engineer for the pricing of the liquid asphalt and it was \$1.67 per gallon.

RECORD OF PROCEEDINGS

Minutes of

Greenfield Township Trustees

Meeting

July 25, 2018
Held 1:00 PM

The Road Department has been working on patching roads and berming.

Tentative start of August 6 for chip sealing. If things come together, possibly the end of next week but Tom had to get with Dave Keller at Liberty first. Plum, Election House, Old Columbus roads are definite for chip sealing. The north end of Brook has been bleeding really bad but we had to put a lot of choke on it and it seems to of healed over. Tom stated the reason he wants to chip seal the asphalt road is to protect the blacktop. \$10,000 to chip seal and \$65,000 to replace the road per mile.

Trustee Cotner asked about the stones in Greenfield Cemetery that a lady called saying they were sinking. Tom stated Doug went down and couldn't find anything. Fiscal Officer Wyne stated the lady told her it was in the front as you go in. Trustee Kosch said that it might be in the old section and depending on the stone material, there may no be anything we can do as the epoxy they used to use had become almost impossible to find and some of the stone had become very thin and brittle, so you can't work on them any longer.

Trustee Kosch asked if Tom had enough help for chip sealing. Tom stated he thought so and will be giving Jay a call.

Tom stated last week he brought Ryan Smith in to mow roads and Tom is still waiting on the results of Bill Myers drug test before having him start.

Trustee Kosch questioned Tom on the disposal of the carcasses on Plum Road and disposing of them in a different spot. Tom said it had been taken care of.

FROM THE TRUSTEES

Trustee Searle asked if a memorandum of counseling had ever been issued to Tom. Trustee Cotner stated there wasn't a motion made on the memorandum of counseling at the last meeting and there needs to be a motion made. Trustee Searle made a motion to do a memorandum of counseling with Tom and with Doug on matters about keeping track of part time hours and not going over the 29 hours a week, Trustee Kosch seconded.

ROLL CALL: Cotner: no, Kosch: yes, Searle: yes. Motion Passed 2-1.

Trustee Searle stated he will prepare that for the next meeting.

Trustee Searle wanted to let John Reef know that the issue he brought up several meetings ago about the 2016 general budget paying for the fire truck, he then rephrased it saying the issue of how the fire department didn't reimburse the general fund for the money spent for the fire truck. John said no and said it was the last payment from our county auditor went in the fire fund carryover, the last \$170,000 from what the taxpayers voted on did not go back into the general fund. Trustee Searle asked where did it go. John replied to the fire fund carryover. Trustee Searle questioned if the money was from a levy and was for a firetruck, John responded yes and it was for 2 years and was 2 payments.

Trustee Kosch asked Kevin for a current listing of Zoning Commission and Zoning Board members contact information and Kevin stated he would put it in his mailbox for him.

Trustee Cotner made motion to adjourn, seconded by Trustee Kosch.

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

Business concluded; meeting adjourned at 1:53 p.m.