

## RECORD OF PROCEEDINGS

*Minutes of*

**Greenfield Township Trustees**

*Meeting*

July 26, 2023 - Held 6:00 PM

The Greenfield Township Trustees met in regular session at the firehouse. 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.

Trustee Kosch invited the three new full-time firefighters to come forward for their swearing-in. Trustee Searle, retired firefighter with the Columbus Division of Fire, conducted the swearing-in of Tyler Boyd, Noah Donley and Jack Schumacher. Trustee Searle noted the expansion of the Department and the growth in the community from one officer and one firefighter per shift to one officer and two firefighters per shift. He thanked the community for passing the levy which allowed the fire department to grow. Each firefighter stated their name, and Trustee Searle asked them to recite the following together:

“ Name do solemnly swear that I will support the constitution of the United States of America, and the constitution and laws of the state of Ohio, and the rules and regulations of the Greenfield Township Fire Department, and that I will faithfully discharge the duties of the office of firefighter paramedic for Greenfield Township Fire Department, Fairfield County, Ohio, to which I have been appointed, according to law, and to the best of my ability, so help me God”.

Congratulations were given and photos were taken.

Trustee Kosch stated that each individual who wishes to speak must sign in and would be allotted three minutes to speak. The individual needs to direct their question to the Trustees and not specific individuals. Trustees would get back to the individual regarding their concerns.

**FROM THE FISCAL OFFICER:** Dawn Wyne presented the following:

Fiscal Officer Wyne distributed the financial reports.

Trustee Cotner made a motion to pay the bills associated with warrants 1059 through 1069 and Electronic Debits 102-2023 through 108-2023 which are listed on the payment report; seconded by Trustee Searle.

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

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

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

Trustee Cotner made a motion to approve Resolution 2023 07 26 01 for the following transfer of funds.

\$1,500.00 from fund 2041-410-190-0000 to fund 2041-410-599-0000

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Trustee Kosch seconded the motion.

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

Trustee Kosch made a motion to approve Resolution 2023 07 26 02 for the contract with Strawser Construction, Inc. for the 2023 Greenfield Township Microsurfacing Project, which states:

**WHEREAS**, on July 3, 2023, this Board of Greenfield Township Trustees awarded the Bid for the 2023 Greenfield Township Microsurfacing Project to Strawser Construction, Inc. for \$368,800.31, and

**WHEREAS**, since the Contract Materials are in order and this Contract Agreement has been approved by the Fairfield County Prosecutor, the County Engineer recommends that this Board of Greenfield Township Trustees sign this Resolution and the Contract Agreement with Strawser Construction, Inc.

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**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF GREENFIELD TOWNSHIP TRUSTEES, COUNTY OF FAIRFIELD, STATE OF OHIO:**

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**SECTION 1:** that this Board of Greenfield Township Trustees approves the 2023 Greenfield Township Microsurfacing Project Contract with Strawser Construction, Inc. for \$368,800.31 by signing the Contract Agreement and this Resolution for this project to proceed.

**SECTION 2:** that the Fiscal Officer of this Board furnish the County Engineer with the Contract Agreement and Resolution for further processing.

Trustee Cotner seconded the motion.

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

Trustee Cotner made a motion to accept Resolution 2023 07 26 03 to approve the Notice of Commencement for the 2023 Greenfield Township Microsurfacing Project which states:

**WHEREAS**, by Resolution on July 21, 2023, this Board of Greenfield Township Trustees awarded a Contract to Strawser Construction, Inc.; 1392 Dublin Road, Columbus, OH 43215, in the amount of \$368,800.31 for the 2023 Greenfield Township Microsurfacing Project .

**WHEREAS**, Section 1311, Ohio Revised Code requires the Public Authority to prepare a Notice of Commencement prior to commencement of performance, and

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**WHEREAS**, the County Engineer is requesting the attached Notice be signed by the Chairman of the Board of Greenfield Township Trustees.

**NOW THEREFORE: BE IT RESOLVED BY THE BOARD OF GREENFIELD TOWNSHIP TRUSTEES, COUNTY OF FAIRFIELD, STATE OF OHIO:**

**SECTION 1:** that this Board of Greenfield Township Trustees resolves to, and does hereby, authorize its Chairman to sign the required Notice of Commencement in the matter of the 2023 Greenfield Township Microsurfacing Project.

**SECTION 2:** that the Fiscal Officer of this Board furnish the County Engineer with a signed copy of the recorded Resolution for further processing.

Trustee Searle seconded the motion.

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

Fiscal Officer Wyne noted that all Trustees would need to sign, and she would need to observe Trustee Kosch signing as Chairman so she could notarize the document.

**FLOOR:** Amber Kemp spoke regarding her wish to build a garage on her property in the Village of Havensport. However, according to the zoning code and the footage requirements, Zoning Inspector Erlenwein was unclear on how this could be approved, due to the alleyways that were “abandoned” in prior years. Ms. Kemp pointed out that there are three adjacent parcels which she owns that have a structure on each. Trustee Searle suggested that she could seek a variance which would be examined and heard by the Board of Zoning Appeals (BZA); he noted that it would be entirely up to the BZA to approve or deny the variance. Ms. Kemp stated she would work with the Auditor’s website, because she has had the property surveyed recently, and the pins were not aligned with their information. Tom Erlenwein also suggested that Ms. Kemp speak with the Regional Planning Commission to get assistance with the issue before seeking a variance.

**ROAD AND CEMETERY DEPARTMENT BUSINESS:** Tom Shafer, Road & Cemetery Superintendent, presented the following items:

- **Mastic Sealing Contract:** Tom reported he had the contract from J & A Construction to complete the mastic sealing for 2023. He confirmed the total price was the same as last year. Work is planned to commence on July 31, 2023. Microsurfacing will be done after the mastic sealing is completed. Discussion continued as to the specific amount of the invoice and how the contract amount is calculated and approved, so it is not exceeded.

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Trustee Cotner made a motion to approve the contract with J & A Construction on the mastic sealing for the project not to exceed \$44,999.00; Trustee Kosch seconded the motion.

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

- **Tree Work Contract:** Tom reported he had not heard back from one of the two contractors he had contacted since the last meeting; however, he had spent about two hours with Nihiser and Dyer Tree Services Inc., Logan, Ohio, to look at the scope of the work. The company presented a proposal and certificate of liability insurance for the tree work on Brook Road that needs to be completed. Tom noted one of the trees being looked at had fallen since a recent storm, so it will be taken out of the contracted price. The price for the first verbal quote received was \$18,000.00; Nihiser and Dyer provided a quote of \$8,500.00, including bucket truck and chipper, which is significantly cheaper. This also includes two more trees that were found and need to be worked on. This work will be done on the entire length of Brook Road. Tom noted the Township would be assisting with the work by taking the heavy stuff out and getting rid of it, after the contractor chips the tops. He also stated the work is slated to be done in early to late fall. Tom noted he had contacted another large company and had not heard back from them. After discussion, it was decided to wait for the third quote to be considered.
- **SC Construction:** Tom reported he had a bill from SC Construction for the two loads of cold mix he had ordered, with a total cost of approximately \$6,000. He stated he would not be ordering any more cold mix this year, and asked if he could get verbal approval to pay the invoice; however, the consensus was that the invoice needs to be presented to the Board for approval, rather than verbally approving the payment. Trustee Searle advised Tom that he does not have the authority to make any purchase over the \$1,500.00 limit without Trustees' approval. Discussion continued as to the requirements and limitations on payment of goods and services and credit card purchase limit, as well as purchases that need to be made in an emergency situation. Trustee Kosch stated that an emergency meeting can be requested in order to get the Board's approval for purchase when there is an urgent need.

At this time, Trustee Kosch presented the July 12, 2023 Trustee Meeting minutes for approval. After each trustee reviewed the minutes from the Trustees' Meeting held on July 12, 2023, Trustee Kosch asked if there were any corrections needed. 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

**ZONING BUSINESS:** Tom Erlewein, Zoning Inspector, presented the following items:

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- **Meijer Parcel:** Tom reported there is a greenspace lot adjacent to Meijer, which is listed as industrial. He has received phone calls from various entities who are interested in the space, the most recent being from a banking company. The main issue is that the space is landlocked, so a road access would need to be built, but that would be between the interested party and the owner.
- **Zoning Commission Approval - Dolson Court:** The Zoning Commission met and approved the rezoning request for this property by Michael Frankhouser. A letter will be sent from the Commission Chairperson to the Board (this can be sent via email with a copy to Fiscal Officer Wyne) for a hearing.
- **Public Complaints:** Tom still needs to investigate the phone call he received regarding the Como Landscaping business on Carroll Eastern Road. The woman who called was concerned about the business activity there, with trucks coming and going, and how tall of a fence she could erect. She has called twice, but has not submitted a written complaint.
- **South Central Electric Project:** A check was received from South Central Power for half of the study cost, \$3,100.00. There was a breakout of cost submitted from Claypool, the chosen vendor. Discussion continued regarding the security lights and existing lights in the outer yard area at the administration building. There will need to be conduit purchased and trenching done by the Township to a new pole that South Central will erect; however, it doesn't need to be done immediately. Wall packs will be replaced on the outside of the building. Additional discussion was held regarding the costs to the Township, the refund of the half of the amount of the study, as well as how the other funding and refund will be impacted. Over time, the decreased electric bills at the Township will be an increased savings. Tom will work on getting the information on the costs savings and share that with the Board.
- **Zoning Permit Application Issues:** Tom reported he is working with local builders on providing complete information on the permit application forms, in order to make the process go more smoothly. He has offered to spend time with them in person in order to submit a completed application.
- **Township Zoning Business Notice:** Tom reported the updated revised forms are on-line; the next step is to make them fillable. Discussion continued as to the sixty-day deadline for enforcement, which began July 20, 2023. Tom will also post an addendum to the website regarding the limited home occupation and expanded home occupation in order to put the Township on notice so they can prepare themselves to be in compliance.

At this time, Trustee Kosch recognized the deputy sheriff who was in attendance. There was no business to be addressed.

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

- **Station Vehicles/Equipment Updates:** The dryer for the turnout gear had overheated; estimated cost to repair is \$3,500.00 to replace the components. No official quote yet, but it should be received soon. The quote is vendor-specific, so no additional quotes will be sought. Trustee Searle stated the invoice needed to be received and presented to the Board for approval of payment.
- **New Ambulance:** The cost of the additional equipment for the ambulance is \$22,218.00. There is an invoice; however, it is not broken down by each specific item, so Brad will request a secondary invoice to show this information. Fiscal Officer Wyne pointed out that there is an existing contract with Burgess Ambulance which shows the additional equipment and the amount.

Trustee Searle made a motion to approve the contract price for \$22,218.00 for Burgess Ambulance Sales to do the extras on our new medic they're building; Trustee Cotner seconded the motion.

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

- **New Turnout Gear:** Quotes are being sought for additional sets of turnout gear due to gear expiring or about to expire. Surrounding departments are also being contacted in case they have excess gear that could be purchased, such as what was purchased from Madison Township a few months ago. The turnout gear takes about eight weeks to be received, once purchased. On average, turnout gear is approximately \$3,500.00 each. The new firefighters had already been fitted and have their turnout gear. Brad noted that there are generic sets, in a small/medium/large size that can be purchased, and can be tailored to an individual, which are slightly cheaper. All options are being considered. The gear has a ten-year window of utilization.
- **Grants:** Work is being done on the BWC Safety Intervention Grant, which is up to \$40,000.00 being applied for; a third of that would be paid for by the Township.

The Department is waiting on the vendor to give the final pricing on the AFG FEMA grant; hopefully, the price can be locked down within the next week so it can move forward.

- **Recent Storm Damage:** There was tree damage from the storm that actually damaged some trailers in Colonial Estates. No one was hurt, but several power lines were down.
- **Special Events:** There is a station tour scheduled for one of the local daycare centers on Friday.

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- **Fairfield County Safety Council:** There is a live demonstration of electrical safety to be held at Mill Park next Tuesday. Brad recommended that Tom Shafer and the road crew be included in this demonstration due to the nature of their work. Dawn said she would send the information to Tom.

Trustee Searle asked if any other information, such as county EMA information, could be shared with the township residents to assist with clean-up from the storm damage. Brad stated he had spoken with the EMA, and had been out to Colonial Estates where they had begun surveying and clean-up efforts. Tree services were already out cleaning up the next day. Brad also drove around and spoke to some of the residents. They seemed to be in good spirits, but frustrated with what did need to be done. They are working with contractors to mitigate what needs to be done as far as any structural damage. Brad noted the Department had 14 runs in a one and a half to two-hour window, as well as two structure fires in Lancaster.

### **FROM THE TRUSTEES:**

There was no business to be presented from the Board.

With no further business to be discussed, a motion to adjourn was made by Trustee Searle; seconded by Trustee Cotner.

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

Meeting adjourned at 7:15 p.m.