

RECORD OF PROCEEDINGS

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

July 27, 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 July 13, 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

After each trustee reviewed the minutes from the Special Trustees' Meeting held on July 19, 2022, Trustee Searle 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

FROM THE FISCAL OFFICER:

Fiscal Officer Wyne wanted to see how the Trustees wanted to handle the invoices of fuel for the Road Department and Fire Department since their approval purchase is limited to \$1,500.00 and the fuel invoices are far exceeding those amounts; are they required to get approval before she is to pay them? After brief discussion, Trustee Kosch made a motion for the Fiscal Officer to proceed with paying the fuel bills with required documentation from department heads when they exceed \$1,500.00; Trustee Cotner seconded the motion.

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

Trustee Cotner made a motion to pay the bills associated with warrants 34835 through 34859 and Electronic Debits 105-2022 through 110-2022 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 27 01 to transfer \$1,660.59 out of fund 2191-220-599-0000 to put into fund 2191-220-319-0000; second by Trustee Kosch. This is for a fire inspection software package for the Fire Department.

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

Fiscal Officer Wyne advised they have a letter from the Village of Carroll regarding the Sanitary Sewer System. The letter advised that as of the date of the letter, the township has not connected to the gravity sewer which was installed in close proximity to our property and a lateral connection installed to your property edge. It advised that it is the township's responsibility for the maintenance of the grinder system, and also that a licensed vendor will need to be contracted to do the work. Trustee Cotner stated he would contact Jim Benson after the meeting to get a cost estimate. Trustee Searle stated the work can be approved at the next meeting once all estimates are received; then, the work can take place.

Fiscal Officer Wyne stated that at this time, no other items can be purchased using ARPA funds. She stated that the three fireproof cabinets that were previously approved have not been

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ordered and she advised it will depend on the cost as to whether the township will be able to purchase all that is needed. Fiscal Officer Wyne noted the cost of the cabinets as \$8,000 each; with additional fees for delivery and installation. She stated she will reassess the availability of any funds after the first of the year to determine if any cabinets can be purchased with any remaining funds, and noted the township has four years to spend the funds.

FLOOR: Trustee Searle recognized Larry Lifer from the floor. Mr. Lifer did not wish to speak at this time, and stated he would wait until the subject he wanted to speak about was presented.

Scott Lines, 3845 Havensport Road, was the next speaker. He also owns the property at 3600 Havensport Road. Mr. Lines wanted to speak on rezoning the property, as he thought he had conditional use zoning on the property.

At this time, Zoning Inspector Barbee noted a correction to the July 13, 2022 minutes in which the 3600 Havensport Road property was addressed. The minutes stated: "If both the BZA and the Board say no to a rezoning..."; this is incorrect, and should state that the Zoning Commission would need to hear this rezoning request. Trustee Searle stated this correction will be noted in the minutes for the next meeting.

Zoning Inspector Barbee explained that Mr. Lines had responded to the letter from the township, and had been to the township office to meet with her. Mr. Lines stated he thought the situation had been taken care of, and that he does rent a storefront on Victor Road for his company; there are no customers or employees on the Havensport property; it is being used for storage of generators. Zoning Inspector Barbee went on to explain that the main issue is there is no residence on the property. With the residential zoning - R1 - all the accessory structures need to be an accessory to a principal structure. One of the solutions could be a planned rural business district zoning. This rezoning request would need to go to the Zoning Commission, and the county would weigh-in on the request, as well. Lengthy discussion ensued as to the history of the property, Mr. Lines' discussion with the former Zoning Inspector when he purchased the property, and what the next steps need to be. Trustee Searle and Caitlin explained the process of pursuing the rezoning to a PRB - Planned Rural Business; that it needs to be brought before the Zoning Commission, and also the county and the RPC - Regional Planning Commission - would weigh-in on this. The neighbors of the property would be notified of the hearing, and could attend the hearing to express their opinions and concerns. Trustee Searle reiterated that the township is not picking on Mr. Lines, but rather, trying to work with him to bring the property into compliance with the current Greenfield Township Zoning Resolution.

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

Overgrown Vegetation Complaints: Caitlin explained one of the properties discussed at the last meeting had mowed their property, and one had not - The Reserve at Farms Creek. A letter was sent to both parties two weeks ago; no response has been received from one. Based on agricultural zoning, property is only required to be mowed once per year (although the exact authority on this has not been determined as yet). A determination needs to be made on how the Board wants to proceed with this situation.

4123 Election House Rd.: Caitlin reported letters had been sent to both the resident and the property owner, per the prosecuting attorney's recommendation, and we are awaiting a

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response. It is unknown who lives at the residence at this point, and the certified letters have not been signed for, as yet.

Junk Cars - Dumontville: Per Trustee Cotner, all but one of the cars have been moved; however, they are hidden - still on the property, and still visible. There is only one car in the front of the property at this time. Discussion continued as to the various options the township has in dealing with this situation. It was decided to go forward with posting the notice regarding the junk cars, and wait to see what response is given, if any. Next steps will be determined based on that action.

1425 Coonpath Rd. - Fisher Property: Caitlin reported the health department has recommended condemnation of the property. A letter has been sent by the health department giving the owners 30 days to remediate the situation - by August 28, 2022. If there is no response, the property will be put on the health department's September agenda for a decision as to what to do with the property. They have determined it is inhabitable. Trustee Cotner noted he had called Ms. Fisher five to six times with no response. Caitlin stated she will reach out again to the Land Bank and the other entities once the health department has made their final determination.

1470 Election House Rd.: Caitlin reported a developer has purchased 25 acres of land at this location. They have requested to meet with her. The prosecutor's office stated they would attend a meeting, also. After additional discussion as to where this property is located, who owns it/who is selling it, and how a multi-family housing situation would be addressed, it was decided to tell the developer they are welcome to attend a trustee meeting to present their information, rather than Caitlin taking a meeting with them. Caitlin will advise them of the trustee meeting schedule.

Caitlin stated she will be out of the office on vacation from Thursday, July 28, through Monday, August 8, 2022; back in the office Tuesday, August 9, 2022.

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

Summer Roadwork Project: Tom reported he had met with Shelly Company and J & A Construction, and distributed packets related to this meeting. This meeting was necessary since the bid opening did not go as anticipated, with the bid exceeding ten percent of the engineer's estimate. Tom met with Ryan Packer of Shelly Company and showed him the same roads that were originally bid for cold mix, which Shelly Company bid for hot mix.

Tom reached out to J & A Construction to find out what they do, which is mastic sealing. Both Violet and Bloom Township have used them. This was a recommendation from Eric McCrady of the County Engineer's Office, who has seen the end result of this process. Tom also explained that the mastic sealing would settle slightly. Violet has been using the mastic sealing, and then having a slurry seal overtop of it, and it has worked well for them. Tom suggested doing the same - mastic sealing in Greenfield Estates this year, and waiting on the other township road projects, in order to wait for the prices to come down. This would also give the township an opportunity to see how the mastic holds up over the winter.

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Discussion continued concerning the bidding process, obtaining three quotes, and the 101G-23 (Fairfield county) process that ODOT has already bid out, as well as the county's involvement in the process. When using the ARP money/federal money, three bids are required for anything over \$10,000. The Board recommended that Tom speak with Eric McCrady of Fairfield County again to find out what he recommends in terms of the bidding process if the township uses the mastic sealing, and how to proceed. Tom noted that there aren't a lot of companies who do the mastic process.

Chip Sealing for Liberty Township and Hocking Township: Tom explained he had been contacted by both of these townships and they were requesting assistance with chip sealing of some of their roads for this season. For Liberty, there is no contract in place yet, and Tom suggested he and Dawn could get a blank contract created; then Tom could get it to the appropriate person for them to complete their part of the document, in order to be able to assist these townships, with approval from the Board. It was noted that wages, fuel, equipment costs, including maintenance of equipment will all need to be factored into the cost. Tom stated that everything was in good working order when it was stored.

Tom stated that he does not anticipate needing more than four days at Liberty Township; one day at Hocking Township - two dead-end roads. It was noted that everything needs to be billed out, and there will be no cost to Greenfield Township.

Trustee Cotner made a motion that Tom Shafer looks into helping Liberty Township and Hocking Township on their tar and chip of their roads - waiting on getting a contract before making another motion. Trustee Searle seconded the motion.

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

Doug Shaw - Resignation: Doug Shaw was in attendance to discuss his resignation. Fiscal Officer Wyne explained that OPERS was questioning why he was still on Greenfield's payroll and was not working any hours. This is affecting Mr. Shaw's health insurance through OPERS, and increasing the insurance cost to him. It was determined he will submit his resignation after assisting with the roadwork/chip seal process. Doug could be added back on in the winter months to do snow removal.

Additional Items:

- Tom reported that he has the new cemetery mower; Doug Hughes stated he has 11 hours on it at this point.
- Trustee Kosch asked about Carroll Knolls; Tom stated he had cut it quite short down the ditch line; however he hadn't taken the tree out.
- Discussion continued about the tile at this location, and the water/flooding issue. Trustee Kosch explained because the tile is in the township ditch, the township needs to open it up. Tom Shafer explained the layout of the ditch, pipe and grates, and it was discussed in more detail. Various remedies were discussed, as well as who is responsible for what - the township vs. the homeowner. It was determined that the township should remove the tile from the homeowner's driveway down to the open ditch. Then, if there continues to be a problem, the homeowner will need to deal with the tile underneath his driveway.

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Trustee Searle inquired about the Randolph property - berm in front of the mailbox; Tom replied that he had repaired the berm last week.

Trustee Cotner reminded Tom about the Kincaid property that needs the ditch cleaned out.

FIRE DEPARTMENT BUSINESS: Lt. Carlton Reaves presented the following items:

Payment for Renewal of Software: Lt. Reaves asked for approval of this payment for the software renewal. Trustee Cotner made a motion to approve the fire inspection software renewal payment for \$1,660.59. Trustee Searle seconded the motion.

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

Fiscal Officer Wyne asked whether the fire department needs to come to the Board each year to request the payment of this renewal, since it will be a yearly fee. She also noted the payment request needs to occur before the payment will be processed. The Board felt that it should be requested each year, in case of any increase from year to year. Lt. Reaves noted the fee did increase slightly this year.

New Medic Registration/Pay Increase: Lt. Reaves reported part-time firefighter Meryah Wilson had passed her national registry and is now a certified medic. This means her pay will increase from \$12.50 to \$13.50 with the next pay period which begins 8/7/2022. He stated that she will begin picking up more hours, and this had been discussed with her. Lt. Reaves asked for a motion to increase Meryah Wilson's pay from \$12.50 to \$13.50 beginning with the pay period starting on 8/7/22.

Trustee Cotner made a motion to increase Meryah Wilson's pay from \$12.50 to \$13.50 per hour beginning 8/7/2022. Trustee Kosch seconded the motion.

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

Medic 562: Lt. Reaves reported the medic will be picked-up by Midwest Towing tomorrow, due to a starter issue. Chief Smith is asking for a transfer of funds from the part-time budget to the EMS repair budget in the amount of \$4,500, which is the estimated amount of the repair cost. Fiscal Officer Wyne stated a motion will be needed for the payment (transfer of funds) and then a resolution will need to be done at the next meeting for the purchase order.

Trustee Kosch made a motion to pay up to \$4,500 for repair of Medic 562; Trustee Cotner seconded the motion.

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

Lt. Reaves reported he had completed a PIO (public information officer) class last week through FEMA at the county EMA. This role is the public spokesperson for the department to the media, tv stations, etc. This class was free for the department.

The Carroll Ag Venturers had a camp at Basin Park in the Village of Carroll. The department presented fire safety information to them.

Lt. Reaves advised Itsy Bitsy Daycare came to tour the station.

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Fiscal Officer Wyne asked if Bloom Township is still using Greenfield's engine. Lt. Reaves confirmed that they do, and reported Greenfield is using their medic. He stated they have had the engine for about 7 months; since the first of the year. Trustee Searle suggested someone needs to speak with them about this situation and find out what the plan is, how long they intend to use it, etc. It was also suggested that the insurance situation needs to be discussed with OTARMA, since this has been a long-term use of the engine.

FROM THE TRUSTEES: There was no further business to be addressed by the Trustees.

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

ROLL CALL: Cotner: Yes Kosch: Yes Searle: Yes Motion passed 3-0
Meeting adjourned at 7:43 p.m.