

RECORD OF PROCEEDINGS

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

July 28, 2021

Held 7:00 PM

The Greenfield Township Trustees met in regular session at the firehouse. Trustee Cotner called the meeting to order and led those present in the Pledge of Allegiance. Dave Cotner and Lonnie Kosch were present. Kent Searle was absent.

After each trustee reviewed the minutes from the Budget Hearing held on July 14, 2021, Trustee Cotner 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 Motion Passed 2-0

After each trustee reviewed the minutes from the Trustee's Meeting held on July 14, 2021, Trustee Cotner 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 Motion Passed 2-0

After each trustee reviewed the minutes from the Trustees' Hearing held on July 15, 2021 regarding the Seimer Property, Trustee Cotner 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 Motion Passed 2-0

After each trustee reviewed the minutes from the Special Trustee's Meeting held on July 22, 2021 regarding the Fire Station Refinancing, Trustee Cotner 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 Motion Passed 2-0

FROM THE FISCAL OFFICER:

Fiscal Officer Wyne had distributed financial reports via email.

- Trustee Cotner made a motion to pay the bills associated with warrants 34225 through 34243, and Electronic Debit 76-2021 through 77-2021 which are listed on the payment report; seconded by Trustee Kosch.

ROLL CALL: Cotner: Yes Kosch: Yes Motion Passed 2-0

- Fiscal Officer Wyne stated that she swore in Jeff Williamsen and Joshua Arter at the BZA meeting on July 21, 2021. Joshua Arter volunteered to be the scribe for BZA functions and if for some reason he won't be able to do it he'll get in touch with me so I can attend in his place.
- Fiscal Officer Wyne stated that as a result of the last Trustees' Meeting where she was questioned on how she paid Kevin Yeaman since she wasn't provided details and sought answers at two different Trustees meetings, she contacted the Prosecutor's Office. Fiscal Officer Wyne stated that she was advised by Amy and Josh of the Prosecutor's Office that Kevin was paid correctly. I'm also aware that

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a Trustee had also called them. In the future, these types of action require a Resolution and details need to be spelled out per Josh and Amy.

- Fiscal Officer Wyne stated that the Township is eligible for American Rescue Plan (ARP) funding (\$569,426.76) but we need to apply for this before September 4, 2021. This money is to benefit the community of Greenfield Township not the Township. She advised she attended a 2 hour webinar on this topic today.

She advised that categories of eligible uses are:

- **Support public health expenditures**, by, for example, funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff.
- **Address negative economic** impacts caused by the public health emergency, including economic harms to workers, households, small businesses, impacted industries, and the public sector.
- **Replace lost public sector revenue**, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic.
- **Provide premium pay** for essential workers, offering additional support to those who have and will bear the greatest health risks because of their service in critical infrastructure sectors.
- **Invest in water, sewer, and broadband infrastructure**, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet

All uses are subject to Treasury guidance (linked above). Townships are encouraged to work with legal counsel.

She is recommending that a motion be made if the Trustees wish for her to apply for this money. She also advised that all trustees and department heads review this webinar and then the township comes up with a plan on the use of the money in another meeting. Then the projects are reviewed either by the Prosecutor's Office or an attorney hired by the township to make sure that we are within the guidelines. Tom Shafer asked if the Road Department is going to see any of that money and Fiscal Officer Wyne stated you need to review the webinar and provide project information and cost to the Trustees for their review.

Trustee Cotner made a motion for Fiscal Officer Wyne to apply for the ARP funding; Trustee Kosch seconded the motion.

Roll Call: Cotner - yes Kosch - yes Motion passed 2-0

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- Fiscal Officer Wyne stated she will be meeting with Dee at Vinton County Bank to close out the Cemetery Bequest bank account and move that money to our primary bank account to be used for 2041 - Cemetery expenses.

Trustee Kosch asked how much would be transferred, Fiscal Officer Wyne stated a little over \$28,000.00.

- Tom Shafer stated he is concerned with an email that Fiscal Officer Wyne sent out earlier this week stating that payroll would require two trustees' signatures prior to her submitting the payroll to the payroll company for the Trustees' direct reports. He is concerned if she doesn't receive two signatures employees won't be paid. Fiscal Wyne stated that as a result of the last meeting she implemented an internal process that required at least two of the three trustees needed to review their direct reports (Road Supervisor, Fire Chief, Zoning Inspector, Zoning Commission and BZA Board) since these individuals report to them. Trustees are responsible for those individuals and they need to be aware how they are submitting their payroll and their authorizing that it is ok to process. Trustee Cotner asked don't we sign them? He was advised two or maybe three weeks after payroll was processed. Fiscal Officer Wyne stated she has always advised the Trustees that payroll is processed by how it is given to her unless there is blant errors and then she/Jane notify the supervisor for a corrected timesheet. Trustee Cotner stated he knows why she is doing this but this was only the first time where a trustee questioned how payroll was being done.

ZONING BUSINESS

Not in attendance

ROAD DEPARTMENT

- Tom Shafer advised the Trustees that the following roads would be chip/sealed (Brook Road, Whiley Road, Kauffman Road, Valley View Drive, Schadel Drive, Ginder Road (west of Brook), Cemetery Road and Scooby Lane).
- Tom Shafer asked if the 29 hours was set in stone for part-time workers. Trustee Cotner advised that if an individual went over occasionally that was ok with him. Fiscal Wyne stated that the 29 hours are set in stone as far as she was concerned for all non-fire personnel for the department unless the department is wanting to pay benefits for those employees who work 30 or more hours a week. She advised that allowing individuals to work 30 hours has an effect on the township's insurance rates and rating.
- Trustee Kosch asked if the Liberty Contract was signed and returned to the township. Tom advised he hadn't seen it. Fiscal Officer Wyne stated that she would contact Rick May with Liberty Township.

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FIRE DEPARTMENT BUSINESS:

- Motion was made by Trustee Cotner to pay Midwest's invoice for \$3,069.05 for the DOT inspection, break/battery, air compressor and oil change.
- Chief Smith advised that Matthew McQuesten has submitted a letter of resignation from his part time position. He accepted a full time position from another department and at the time doesn't have the time to fill the requirements at Greenfield. Trustee Cotner made a motion to accept Matthew McQuesten's resignation; Trustee Kosch seconded the motion. The resignation is effective immediately.
Roll Call - Cotner: Yes Kosch: Yes Motion passed 2-0
- Chief Smith stated he would like to hire Kasper Rohrbaugh contingent upon passing the physical examination, background check and drug test. Trustee Cotner made a motion to hire Kasper Rohrbaugh contingent upon successfully passing all of the requirements; Trustee Kosch seconded the motion. Lt. Reaves will work with Fiscal Officer Wyne on the effective date once he has received all of the results.
Roll Call - Cotner: Yes Kosch: Yes Motion passed 2-0
- Chief Smith stated his current staffing is: 7 full-timers and 24 part-timers. Out of the part-timers 10 are Paramedics and 14 are EMT-B's. Nine of the paramedics are full time at other fire departments and 14 EMT-B/Firefighters all of them work at 1 or 2 other fire departments.
- Chief Smith stated he also attended the ARP webinar that Fiscal Office Wyne attended and would be helping her with this project.
- Chief Smith stated he has been contacted by the owners of Outerbelt Brewing about adding different types of beverages to their menu.

FROM THE TRUSTEES:

- Trustee Cotner stated that he was contacted by an individual again about noxious weeds on the property at 1425 Coonpath. He contacted Trustee Kosch, it was decided to ask Chief Smith to go out and take pictures of the property and then they would get in contact with Julie with Brosious' office.
- Trustee Kosch asked who updates the website. Fiscal Officer Wyne stated she does currently when information is provided to her.
- Trustee Kosch stated he is curious on why he is still on the security call list when he is not able to help them since he doesn't have a key to the office. Tom Shafer stated he will review the list. Trustee Cotner advised that Tom Shafer and Fiscal Officer Wyne have access to deactivate the security system as he contacted Dawn last week.

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- Trustee Cotner made a motion to adjourn; Trustee Kosch seconded the motion.

ROLL CALL: Cotner: Yes Kosch: Yes Motion Passed 2-0

The meeting was adjourned at 7:52 p.m.