

RECORD OF PROCEEDINGS

Minutes of

Greenfield Township Trustees

Meeting

August 9, 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.

At this time, Trustee Kosch presented the July 26, 2023 Trustee Meeting minutes for approval. After each trustee reviewed the minutes from the Trustees' Meeting held on July 26, 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

Trustee Kosch presented the August 4, 2023 Special Trustee Meeting minutes for approval. After each trustee reviewed the minutes from the Trustees' Meeting held on August 4, 2023, Trustee Kosch asked if there were any corrections needed. Trustee Cotner made a motion to approve the minutes as written; Trustee Searle seconded the motion.

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

FROM THE FISCAL OFFICER: Dawn Wyne presented the following:

Fiscal Officer Wyne distributed the financial reports.

Fiscal Officer Wyne stated that the July bank reconciliation has been completed and was given to the Trustees for their review and signatures.

Fiscal Officer Wyne stated that during the July 26, 2023 meeting, Tom Shafer advised he had two invoices from SC Construction for cold mix that is over the amount he is allowed to spend without Trustees' approval. The total for the two invoices came to \$5,341.70. Dawn is asking for approval to pay those invoices. Trustee Searle made a motion to approve the payment to SC Construction & Materials in the amount of \$5,341.70; Trustee Cotner second 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 1070 through 1093 and Electronic Debits 109-2023 through 113-2023 which are listed on the payment report; seconded by Trustee Kosch.

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

Fiscal Officer Wyne stated that the Township recently received a letter from Sedgwick notifying there was a claim for an issue that happened on 12-27-22. She was advised

RECORD OF PROCEEDINGS

Minutes of

Greenfield Township Trustees

Meeting

August 9, 2023 - Held 6:00 PM

that an individual with GAS Natural Inc. hit one of the Township's signs on Lamb Road. She presented the pictures of the claims for the Trustees' review. Dawn stated she has talked with Tom Shafer, and he advised no damage was done to the sign. She stated she needed to get back in touch with Sedgwick and advise them of the Township's action as a result of this claim. After discussion, the Board decided that no other action was needed, as there was no apparent damage to the sign.

Fiscal Officer Wyne advised that she has received a call from Claypool Electric asking about a purchase order or contract for the lighting project. She advised the Trustees as she is still awaiting on what fund to charge the Road portion of the project (\$43,600.00). Discussion was held concerning the Road Department portion vs. the Administration Office portion (under \$5,000) of the costs and the available funds. Tom Erlenwein had provided a spreadsheet to Dawn and the Board to show the rebate and estimated electric bill savings over time as a result of the project; the rate of return is approximately seven percent per year. The Board agreed the Road portion should be taken out of the Road Capital Improvement fund.

Trustee Cotner made a motion to take the money for the electric work and lighting to be done in the Township building for the Road Department to pay for their share which is \$43,600.00, and the Administration to pay for their share, which is \$4,800.00; Trustee Kosch seconded the motion.

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

Fiscal Officer Wyne advised that the Township has received an invoice from Ben Kitchen Termite Control for \$36.30 for the contract renewal for termite services at the Civic Center. Dawn is asking if the Township is going to pay the invoice or does she need to forward it to the Village of Carroll. She also stated that at this time, the township does not have a signed contract from the Village of Carroll for the use of the Civic Center. She noted that Greenfield Township paid the bill last year. The Board agreed the Township would pay the bill.

Trustee Cotner made a motion to pay for the Ben Kitchen Termite Control for the spraying of the Carroll Civic Center for \$36.30; Trustee Searle seconded the motion.

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

Fiscal Officer Wyne stated that she would not be signing payroll for the pay period ending August 5, 2023. She advised if the Trustees would like to go into Executive Session to discuss the personnel issue at the end of the meeting, that would be fine with her.

Fiscal Officer Wyne stated that at the July 26, 2023 meeting, Tom asked for approval of \$12,000.00 for the Fairfield County Engineer's Office for their help with paving and patching Rainbow Road. The cost that was charged to the township was \$8,809.52 for materials. She would like to thank the Fairfield County Engineer's Office on doing this

RECORD OF PROCEEDINGS

Minutes of

Greenfield Township Trustees

Meeting

August 9, 2023 - Held 6:00 PM

work for Greenfield Township. Also, I want to make the Board aware this was paid out of the allotment that the Township received from the Fairfield County Engineer's Office.

Trustee Searle asked if there was a thank you letter/form letter to be sent to the Commissioners; it was determined there is not. He stated he would write something and email it to Dawn so she could place it on the Township letterhead to be sent to them.

Fiscal Officer Wyne presented a resolution on behalf of the Road Department - Tom Shafer - 2023 08 09 01 - For the Liberty Township and Greenfield Township contract for chip sealing. She was informed the work would be done after Strawser was done with their work for the Township.

Trustee Cotner made a motion to approve the contract between Liberty And Greenfield Townships for the chip seal work; Trustee Searle seconded the motion, but asked for discussion first, since Tom Shafer was not in attendance. It was determined that Tom Shafer would be available to help/assist with the chip sealing project, as previously planned.

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

FLOOR: Jack Barr stated that he felt the chip seal work done by Strawser in the Oak Creek subdivision yesterday was the crappiest job he'd seen in the 12 years he had lived in Greenfield Township, compared to the work Tom Shafer, Road Superintendent, had done in the Township in the past. Mr. Barr stated it was in the grass, the gravel can be seen through the tar, etc. Discussion continued as to whether the job was actually done, or whether additional processes needed to take place, such as rolling. Chief Smith confirmed for the Fire Department parking lot, the tar was done first, then the stones on top of that, then it was rolled; then a fog coat after that, so there is time in between each process. Trustee Kosch had told Mr. Barr he would look at it to determine whether it's done. Fiscal Officer Wyne will email a copy of the bid contract to the Board for their review.

ROAD AND CEMETERY DEPARTMENT BUSINESS: Tom Shafer, Road & Cemetery Superintendent, was not in attendance.

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

- **Zoning Commission:** The next Zoning Commission meeting is scheduled for Tuesday, August 15, 2023 at 6:00 p.m. at the GTFD.

The Zoning Commission met and approved the variance for 0 Dolson Court, Michael Frankhouser, owner. There is a public hearing scheduled for August 23, 2023 at 5:30 p.m. at the GTFD for consideration of this variance.

RECORD OF PROCEEDINGS

Minutes of

Greenfield Township Trustees

Meeting

August 9, 2023 - Held 6:00 PM

- **Public Complaints:** Zoning Officer Erlenwein reported there is only one new complaint for the list he presented to the Board. He was planning to take a look at it himself before writing the letter; he noted Trustee Kosch had also been there to take a look. This is regarding the property at 2268 Carroll Eastern Road regarding business operations there. Tom observed quite a lot of equipment there when he went to hand-deliver the notice. The owner wasn't there and no one received the letter from him, so he mailed the notice. If there is no response to the mailed letter, he will send a certified letter. The complaint concerned a landscaping company being operated from the home. Tom did observe considerable landscaping equipment at the residence, including equipment for seeding and strawing.
- **South Central Update:** Tom asked if the Board wanted him to schedule a kick-off meeting with Claypool Electric for this project, and they were in agreement. Fiscal Officer Wyne also asked to be included. This meeting will include establishing POC's, determined information about materials and availability, etc. Tom will get two dates and give them to the Board to determine who will be available to attend.
- **Zoning Application Status:** Tom noted that many times, the zoning permit applications are not accurate or complete, which requires a lot of follow-up. The representation of the building to be built is typically not showing the orientation on the property or the applicable setbacks. He gave an example of a home that was nearly built to completion until he was made aware of it, and the owner had never applied for a building permit. (He did eventually submit an application). Discussion continued as to any action that could be taken on this type of issue, but it was ultimately determined that unless a property owner refused to apply for a permit, in which case legal counsel would be involved, the only recourse by the Township would be doubling the fines.
- **Business Notice Update:** The sixty day business notice has been posted on the website as of Monday, August 7, and October 5, 2023 will be the deadline for residents to get into compliance with the current code. Tom reiterated that the code was not being changed; this is the current code being enforced. He also noted there are good instructions included with the permit application form. It was also noted that most people have a survey of their parcel and they could use that to draw on the survey to indicate where the building is being built. Discussion continued as to other application issues, such as not having a good set of prints, which isn't required; just a good representation on the lot is what is needed.

Tom also stated he had forwarded the notice to the Prosecuting Attorney's office for their information, in order to make sure it is consistently applied.

RECORD OF PROCEEDINGS

Minutes of

Greenfield Township Trustees

Meeting

August 9, 2023 - Held 6:00 PM

Additional discussion was held concerning residents not conforming to the zoning code, i.e. building a larger structure than what is allowed on their parcel, and what resource the Township has in that situation, other than fines.

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

- **Station Turnout Gear Dryer:** A quote has been received for repair which is \$3,310. Brad asked for a motion to approve this repair cost. Trustee Searle moved to approve \$3,310 for the gear dryer repair; Trustee Cotner seconded the motion.
ROLL CALL: Cotner: Yes Kosch: Yes Searle: Yes Motion Passed 3-0
- **New Medic:** The new medic is ready and will be picked up on Friday. The back-up medic will be taken to Burgess so the cot system can be removed from it and installed in the new medic. The track is already in place so the process should only take two to three hours. The MARCS radios will need to be installed in the new truck, but one of the current firefighters will be able to do that work.
- **House Generator:** Trustee Searle asked about the status of the generator. At the end of July, Chief Smith was told it would be the end of September to get the new generator installed. He noted there is an issue with the switch that was to be delivered to the firehouse; however, it is unknown where it is at the moment. The company shows it has been processed, but they aren't sure where it is currently located.
- **Turnout Gear:** The cost for the two additional sets of turnout gear is \$8,478. Trustee Searle made a motion to purchase two more sets of turnout gear for \$8,4728; Trustee Cotner seconded the motion.
ROLL CALL: Cotner: Yes Kosch: Yes Searle: Yes Motion Passed 3-0
- **Grants:**

BWC Safety Intervention Grant: Quotes are still being obtained for this grant. The goal is to move toward e-battery operated extrication tools to be used on the rescue. The reasons for this is to help lessen the weight on the rescue, and also for their use in remote locations. The grant is up to \$40,000, so the out-of-pocket cost for the Department is estimated to be \$14,000. The tools would include cutters, spreaders, two sets of rams, batteries, a charging dock, and an extra extension set for the rams. Currently, there is a combi-tool on the medic, plus cutters and spreaders, but there is no back-up to that. The e-tools will have a lifetime warranty, which will be a huge savings. The current tools are serviced yearly, and are nearly 20 years old. The goal is to apply for the grant again in three to four years (once the grant is received, there is a waiting period in order

RECORD OF PROCEEDINGS

Minutes of

Greenfield Township Trustees

Meeting

August 9, 2023 - Held 6:00 PM

to apply again), and then apply for a cot and load system for the new medic so all the equipment will be new.

AFG Grant: We are still waiting on one more quote from a vendor, however, it should mirror another quote that has been received. The Department's out of pocket maximum will be \$12,567.15 out of the approximately \$134,000 grant. This will include brand new SCBA's and masks; the masks will be equipped with bluetooth technology to connect to the MARCS radios. The grant money should be received by the next meeting.

South Central Power Grant: The County EMA and County Fire Chiefs Association applied for a battery fire containment equipment for the county and was awarded \$5,000. This will allow for containment when there is a lithium ion battery fire in order to suppress the fire.

Also, Chief Smith applied through the South Central Round-Up grant for the drivers for the six tornado sirens on Dolson Court. The grant is offered quarterly.

- **Training:** The duty crews are out in the community at the plaza (furniture store & surgery center) near Meijer doing some building familiarization with the fire alarm panel. The panel is in a central location even though it may be a couple of buildings over.
- **Bloom Carroll Schools:** Training will be held for the teaching staff on Stop The Bleed, CPR and AED training next Friday.
- **Inspection:** A life safety inspection was recently conducted at the Fairfield Career Center for the first phase of the renovations. The GTFD and the Building Department signed off on the inspection.
- **Carroll Community Festival:** The CPR trailer from the Community HeartWatch program - Fairfield Medical Center - will be at the festival on Friday. Due to scheduling conflict, the trailer will not be there on Saturday, but there will be other activities and games for the kids.

FROM THE TRUSTEES:

There was no business to be presented from the Board.

Fiscal Officer Wyne stated that she would need to amend the Township Budget Certificate as money was not appropriated to due the Lighting Project. She will also send a notice to South Central to inform them the Township is good with moving forward on the project.

RECORD OF PROCEEDINGS

Minutes of

Greenfield Township Trustees

Meeting

August 9, 2023 - Held 6:00 PM

At this time, Trustee Searle made a motion to enter Executive Session to discuss a personnel matter. Trustee Cotner seconded the motion. It was noted that Fiscal Officer Wyne will be included in the Executive Session, as she brought the personnel matter before the Board. In Executive Session at 6:56 p.m.

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

The Board returned from Executive Session at 7:26 p.m. Trustee Searle moved to return from Executive Session; Trustee Cotner seconded the motion.

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

Trustee Searle moved to amend the Road Department's policy to work from 8 a.m. to 4 p.m. with a one hour lunch, effective immediately; Trustee Cotner seconded the motion.

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

Trustee Cotner agreed to relay this information to the Road Department.

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

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

Meeting adjourned at 7:27 p.m.