

RECORD OF PROCEEDINGS

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

August 11, 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 Kent Searle were present. Lonnie Kosch was absent.

Trustee Cotner asked if everyone had had a chance to review the minutes from the July 28, 2021 Trustee Meeting. Trustee Searle stated he would need to abstain, as he was not in attendance at that meeting. At this time, this item was tabled.

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 34244 through 34259, and Electronic Debits 78-2021 through 89-2021 which are listed on the payment report; seconded by Trustee Searle.

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

- Trustee Cotner made a motion to approve the Purchase Order and/or Then-And-Now Purchase Order; seconded by Trustee Searle.

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

- Trustee Searle made a motion to approve Resolution 2021 08 11 01 for the following transfer of funds:
\$100.00 from fund 1000-110-599-0000 to fund 1000-760-740-0000
\$100.00 from fund 1000-760-740-0000 to fund 1000-420-370-0000

Trustee Cotner seconded the motion.

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

- Trustee Cotner made a motion to approve Resolution 2021 08 11 02 amending appropriations in fund 3101. Whereas, the Trustees of Greenfield Township have decided that expenses will exceed the current amount of appropriated money in Fund 3101 Firehouse Bond Levy. Therefore, the Trustees hereby increase appropriations in Fund 3101 Firehouse Bond Levy by \$20,000.00 to cover fees associated with the refinancing of the Firehouse; seconded by Trustee Searle.

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

- Fiscal Officer Wyne stated she contacted the Prosecutor's Office regarding the new state holiday (Juneteenth) in reference to R.C. 51110 and 1.14 (K). Since this holiday was enacted a couple days prior to when it was observed on June 18th, since June 19th fell on a Saturday this year, the township was not able to make a decision whether the full time employees would be eligible for a paid holiday. She is wondering if the Township is going to permit the full time employees to observe this holiday in 2021 as a paid holiday? She stated if the township is going to permit this, she is recommending that the full time firefighters that had at least 6 months of service be given this holiday and the two (2) Road Department

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employees be given a floating holiday that has to be used by December 31, 2021. She stated this would need to be spelled out in a Resolution and approved at another Trustee's meeting. After clarification and discussion, it was determined this information would be presented in a resolution in a future trustee meeting.

- Fiscal Officer Wyne stated that she attended the Budget Hearing on Monday, August 2, 2021 with the Budget Commission, which went well.
- Fiscal Officer Wyne wanted to make the Board aware that when the server crashed, some files were lost. Discussion followed.
- Fiscal Officer Wyne gave an explanation to Trustee Searle regarding his question about Zoning Inspector Kevin Yeamans being paid on the August 5, 2021 payroll and no timesheet was submitted. This payment was made due to Kevin's attendance at the disciplinary hearing on July 14, 2021 in which he was terminated. She advised his attendance was documented in the minutes from July 14, 2021; therefore, everyone is aware he attended.

FIRE DEPARTMENT BUSINESS:

- **Part-Time Resignation:** Chief Smith reported part-time firefighter Ireland Cuthbert had submitted her resignation, to be effective August 20, 2021, and asked for a motion to accept her resignation. She is resigning in order to focus on her paramedic school training. Trustee Cotner made a motion to accept Ireland Cuthbert's resignation, effective August 20, 2021. Trustee Searle seconded the motion.
ROLL CALL: Cotner: Yes Searle: Yes Motion Passed 2-0
- **ARP Funding:** Chief Smith reported the ARP funding is a primary topic of discussion. He learned at the Chief's Meeting today that legal counsel has been hired to advise them on purchasing. This individual can be consulted, if needed.
- **Bloom-Carroll Elementary Ceremony:** Chief Smith noted that he and Trustee Searle had attended the ribbon cutting ceremony for the new Bloom-Carroll Elementary School. Superintendent Shawn Haugh recognized the trustees and fire department for their part in getting the school where it needed to be.
- **Status of Grant Money:** Chief Smith reported he had checked the website last Friday on the status of grants for the department. It showed approximately \$47,000 sitting in limbo from the AFG grant. He explained there are two parts to the grant; one is for the Cascade system that needs to be replaced (it is about 30 years old) , which is approximately \$47,000+, so it appears the department will receive that money and be able to replace the Cascade system.
- **Hiring Issues:** Chief Smith reported he had been speaking with chiefs from other surrounding area departments regarding hiring issues. It appears the part-time rate of pay needs to be increased in order

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to be competitive with other departments. He'd like to meet to discuss this with the Board and Fiscal Officer, as there are several variables that affect and determine what the rate should be.

- **Funeral of Fallen Firefighter:** Chief Smith asked if any action needed to be taken by the Board due to the untimely death of part-time firefighter Logan Knerr in an off-duty accident. It was determined no action was necessary. Trustee Searle noted he had attended the funeral, and was very impressed by the Honor Guard that the Greenfield Township Firefighters provided. Chief Smith had requested training from another department in order to provide the Honor Guard by Greenfield Township at the funeral. Trustee Searle stated Greenfield did an excellent job, and it was a very moving funeral. He again thanked Chief Smith for his leadership with this effort.

FROM THE TOWNSHIP:

Chris Welsh, Outerbelt Brewery: Mr. Welsh thanked the Board for having him. He stated he was at the meeting to request that the Brewery be granted an A-2 license, in order to be able to manufacture cider. The A-2 license would allow for the manufacturing of cider, seltzer and wine. This would be consumed at the Brewery, and not sold outside of the Brewery. The license is applied for through the state of Ohio; however, the Brewery likes to include the township in their plans and make them aware of their efforts. Trustee Searle asked what was being manufactured at this time. Mr. Welsh responded that currently, they manufacture craft beer on-site. He clarified that beer can be sold wholesale. However, with the A-2 license, the cider, seltzer and wine could only be sold to customers on-site.

Steve Eversole - rezoning a parcel: Mr. Eversole presented zoning information he had reviewed regarding the Shalom Methodist Church parcel and the control of the usage of the parcel. Rather than having it zoned as PUD, Mr. Eversole stated he believed it could be zoned as PRB, which would make both parties happy. Mr. Eversole read the following to the group: "The district's initial property owner to design an environment, which meets his or her general objective, and provide a suitable level of protection for the present and future owners of the adjacent property". Mr. Eversole noted the zoning code also encourages the property owner to meet with the Zoning Commission prior to the submission of the application. He then asked if the Zoning Board was going to be meeting next week? Trustee Searle stated they were not, and had not been meeting on a regular basis. Mr. Eversole asked if a meeting could be scheduled and the plans presented to the Board. Discussion continued regarding the PRB zoning status and the usage of the parcel. Mr. Eversole noted this would still allow for light commercial use that would be positive for the area. Both Trustee Cotner and Searle agreed this should be reviewed and discussed with the Interim Zoning Inspector and the Zoning Commission. Mr. Eversole stated he would follow-up with Caleb and Anne with landscape plans, etc. next week, prior to meeting with the Zoning Commission.

FROM THE TRUSTEES:

1425 Coonpath Road - Noxious Weed Complaints: Trustee Cotner presented the issue of complaints of the noxious weeds at this address, owned by Rebecca and Deborah Fisher of Lancaster. He noted Chief Smith had been to the address to take pictures of the noxious weeds; however, he couldn't get close enough to the house to

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determine the condition of the house. Trustee Cotner contacted Julie at Brosious's office who composed a resolution for the Board to sign at this meeting, if passed. Julie also created a letter to be sent to the owners of the property to notify them of a seven-day period in which they will have the opportunity to contact the Board regarding this issue. If they do not contact the Board within this timeframe to state their action on this matter, the Board will make arrangements to remove the noxious weeds. Also, Chief Smith and a building inspector can then go and inspect the house and property at the address. Trustee Cotner noted Brosious had determined there are no liens on the property. Trustee Searle noted he had reviewed the information and supported moving forward with this action.

Trustee Cotner made a motion to pass Resolution 2021 08 1103 to send a letter to Deborah and Rebecca Fisher to clean up their property. Trustee Searle seconded the motion.

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

Zoning Inspector Position: Trustee Cotner stated he felt a special meeting should be held to discuss and determine rate of pay, number of hours, etc. for the Zoning Inspector position. He also stated the questions for the interview need to be determined. Trustee Searle noted the job description that Interim Zoning Inspector Anne Darling Cyphert has created only includes minor changes. He also stated her timeline to hire a new Zoning Inspector was September 1, 2021. At this time, Ms. Cyphert arrived at the meeting. She had emailed the information and timeline to the Trustees; however, there were no hard copies at the meeting. Discussion continued regarding the timeline for hiring, the job description, etc. Ms. Cyphert again noted she needed to be done with the Interim position by September 1, 2021, and the new Zoning Inspector needs to be hired starting that date. She stated she would be happy to help with mentoring and overlap with the new zoning inspector. It was determined an advertisement for the Zoning Inspector position can be placed on Thursday, August 12, 2021; however, the ad will not state rate of pay or number of hours. Ms. Cyphert recommended the ad should also be placed with OhioMeansJobs.com, The Town Crier, and Builders Exchange, in addition to the Eagle Gazette. She also recommended a deadline for applications of August 23, 2021. This would allow for review of applications and interviews prior to the next trustee meeting on Wednesday, August 25, 2021. Ms. Cyphert will work with Fiscal Officer Wyne to pay for these ads and get them placed.

Trustee Cotner raised the issue of moving the trustee meetings from 7 p.m. to either 5:00 or 6:00 p.m. This discussion needs to include Trustee Kosch, as well.

Trustee Searle stated he had received an email regarding a mandatory cyber application for all OTARMA members. Trustee Searle asked who would be doing this. Fiscal Officer Wyne noted she could try to work on this unless Trustee Searle wanted to work on it.

Trustee Searle also noted there are still references to Kevin Yeaman as the Zoning Inspector on the township website. This needs to be changed to "Zoning Inspector" with no name reference.

At 7:50 p.m. Trustee Cotner made a motion to go into Executive Session to consult with Josh Horacek from the Fairfield County Prosecutor's office regarding a legal issue. Trustee Searle seconded the motion. Fiscal Officer Wyne and Interim Zoning Inspector Cyphert were also included in this Executive Session.

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

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Trustee Searle made a motion to come out of Executive Session at 8:17 p.m. Trustee Cotner seconded the motion.

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

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

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

The meeting was adjourned at 8:18 p.m.