

RECORD OF PROCEEDINGS

Minutes of

Greenfield Township Trustees

Meeting

August 12, 2020

Held 7:00 PM

The Greenfield Township Trustees met in regular session at the Greenfield Township Fire Department. 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.

After each trustee reviewed the minutes from the Budget Hearing held on July 22, 2020, Trustee Kosch asked if there were any changes to the minutes. 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

FISCAL OFFICER

Fiscal Officer Wyne distributed financial reports

Trustee Cotner made a motion to pay the bills associated with warrants 33635 through 33680 and Electronic Debits 79-2020 through 89-2020 which are listed on the payment report; seconded by Trustee Searle.

ROLL CALL: Cotner: yes, Kosch: yes, Searle: yes. Motion Passed 3-0

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

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

Trustee Searle made a motion to accept Resolution 2020 08 12 01 that states Be it resolved by the Greenfield Township Board of Trustees to amend 2020 Revenue and Appropriations due to the money received for the Local Coronavirus Relief Fund. Revenue Fund 2272 was created in which \$29,726.42 was received from the County Auditor. Appropriation Fund 2272 was created to pay for the item purchased for the Coronavirus; Trustee Cotner seconded the motion.

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

Fiscal Officer Wyne stated that she received an approved waiver for the 1500-hour limit for the Fire Department in which 3 or 4 part-timers are eligible to exceed the

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1500-hour limit. Fiscal Officer Wyne stated Amy stressed that she is only okay with the waiver being used as long as all of the following are true:

1. The employee is the one requesting the additional hours. The Fire Chief cannot require anyone to work in excess of the annual 1500-hour prohibition and make them waive participation with the township's health insurance. It would be helpful if the Fire Chief or Fiscal Officer documented when the employee made the request to work additional hours in case there is a question later. Fiscal Officer Wyne is asking that the Board of Trustees requires that the employee puts the request in writing requesting additional hours and the Fire Chief approves the request in writing and forwards the original documentation to the Fiscal Office within 5 business days that the request is signed. This documentation will be put in the employee's personnel file.
2. The townships full-time (FT) employee and full-time equivalent (FTE) employee threshold remains below 50 so it is not considered an applicable large employer (ALE) for ACA purposes. Remember a FT or FTE employee is an employee who works more than 29 hours in a 7-day week. Right now, I think the township is around 32 FT and FTE employees. If more employees are hired, we will need to re-analyze the numbers to make sure the township is still under the ALE threshold.
3. This waiver has nothing to do with overtime calculations under the FLSA. If a firefighter engages in fire suppression activities in excess of 212 hours during a 28-day period, they are owed overtime.

Fiscal Officer Wyne also advised that a new waiver needs to be done every year.

Motion made by Trustee Searle to allow the 1500 waiver with a limit of 1800 hours: seconded by Trustee Cotner.

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

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Fiscal Officer Wyne asked the Trustees while an employee is on light duty or salary continuation, are they are eligible for overtime or comp time. Motion made by Trustee Cotner to allow flex time as directed by the Fire Chief to be able to work around required meetings or training and there is to be no overtime or comp time for employees on light duty or salary continuation. The time adjustment must all be in the same week. This flexing is to benefit the department not the individual. Seconded by Trustee Searle.

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

Fiscal Officer Wyne is asking that the township install a security camera system for the building. She is aware that the township has an alarm system; however, she would like a security system that records as she states she wants to be able to review her surroundings when she leaves at night time and also Road Department vehicles are often left out. It was decided to have Tom get a quote for this system.

Fiscal Officer Wyne is also asking that all employees clock in and out for the beginning and end of their shift and for lunch. She would also like that the timeclocks be thumb printed if possible. Trustee Kosch stated he feels we should look into this. Pricing will be looked into on this.

Fiscal Officer Wyne reported on the budget hearing on August 3rd with the Fairfield County Auditor, Prosecutor and Treasurer. Greenfield Township will be losing approximately \$1500 from the Local Government Fund. Fiscal Officer Wyne stated she was asked questions related to the township in which she could answer, however, she wasn't able to provide how many runs that our fire department goes on a year and advised since the light was installed Election House and 33 if this has helped. Fiscal Officer Wyne has already spoken to Chief Smith and told him she will need a monthly log on the runs.

Fiscal Officer Wyne stated she received the Ben Kitchen Pest Control contract for the civic center and wanted to know if we are paying this or giving it to the Village to pay as they are using the building. It was decided to give this to the Village for payment.

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ZONING

Kevin sated there was no permit activity since the last meeting, therefore no reports.

Kevin reported the July 29th varience hearing on the Gary Yutzy property was declined. Kevin thanked Cory for handling Google Meets for the meeting. Kevin stated he does have concerns about the free Google Meets version we are using as it only allows for an hour of time and then shuts off and we do have another variance that will be coming up for a hearing. Kevin researched and found that for \$10.00/month you get audio of the meetings and for \$20.00/month you get audio and video of the meetings and both of these do not shut off at the one-hour mark. It was decided on the audio and video (\$20.00/month) option.

Kevin reported that Lancaster Parks & Recreation was doing reclamation work on Wilson Road.

Kevin showed the Trustees an application he received stating the form is a really old application and it is somewhere on the internet. He is trying to find it on the internet and has contacted the resident who submitted it to ask where he got it from and the resident is trying to find it again. The resident did fill out a new form.

Kevin received a letter of interest from Caitlin Barbee to serve on the Zoning Commission. Motion made by Trustee Cotner to accept Caitlin Barbee’s letter of intent as an alternate member to the Zoning Commission; seconded by Trustee Searle.

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

Kevin stated he has some lot splits in the works and some zoning applications.

Trustee Searle stated he had a call from a resident concerning Airbnb’s within the township. Conversation on the subject included zoning codes, making a policy for Airbnb, issuing permits for parties and how to police these ideas. No action taken.

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Trustee Searle stated he had previously asked Kevin for a list of inspections done this year. Kevin stated he doesn't keep a list, the only record is on his time sheets and not all of them made it onto the time sheet because until last month he had to have 2 inspections to record them and he sometimes would forget by the time he made the second inspection, therefore there is no record. Trustee Searle stated Kevin needs to keep a spreadsheet and he still wants the list for 2020 at the next meeting, if he can provide that.

Trustee Kosch asked Kevin about the Fisher property. Kevin stated he has talked to her and also could not find the camera in the office.

Trustee Kosch stated there is possibly a fight club business that has moved into a barn on Carroll Southern Road. Kevin stated he talked to the resident and the resident stated there is no business on his property, his business is in Lancaster.

Trustee Kosch asked about the zoning book. Trustee Searle said he had given the corrections to Kim to make. Trustee Searle stated Kim pointed out to him, and he felt it is worth saying. About 75% of the errors are parts of the book that Gary (who the Township hired to write the book and paid approximately ten thousand dollars) to. Trustee Cotner said he doesn't think these errors were from when Gary wrote the book. Trustee Cotner stated it has been re-written several times since then. Trustee Cotner said he feel we needed to pay Kim something for making the corrections, in which all trustees agreed.

FIRE

Chief Smith stated he has resignation letters from part-time firefighters Justin Antle, Brandon Assmann, Jake Stimmel and Adam Warrix that he needs to make the trustees aware of.

Motion made by Trustee Cotner to accept the resignation in good standing of Justin Antle, effective 8-12-20; Trustee Searle seconding.

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

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Motion made by Trustee Searle to accept the resignation in good standing of Brandon Assmann effective 8-25-20; Trustee Cotner seconding.

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

Motion made by Trustee Kosch to accept the resignation in good standing of Jake Stimmel effective 8-12-20; Trustee Cotner seconding.

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

Motion made by Trustee Cotner to accept the resignation in good standing of Adam Warrix effective 8-12-20; Trustee Searle seconding.

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

Chief Smith stated he has been talking to the Fiscal Officer about a large purchase that needs to be made for 10 sets of turnout gear in the amount of \$27,799.00 because they expire this year. We will also have 10 sets that expire in 2022. We have not been able to get any grant funds to help with this so we will have to use capital funds. Motion made by Trustee Kosch for 10 sets of turnout gear in the amount of \$27,799.00 from the capital fund; seconded by Trustee Cotner.

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

Chief Smith reported that Engine 562 was repaired by Finley Fire and the board had previously approved \$3,318.63 for repairs, however, that did not cover the repairs. Due to the additional repairs that had to be made on that part there is an additional \$702.28 due for a total repair charge of \$4,020.91. Motion made by Trustee Cotner for the \$702.28 additional repair charge for Engine 562; seconded by Trustee Kosch.

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

Chief Smith stated that yesterday the postal truck (USPS) cut a little to short and hit the post out front. The Post Master and the employee's supervisor came out, took pictures and made out a report.

Chief Smith requested the Board go into Executive Session for a personnel issue. Motion made by Trustee Searle to go into Executive Session at 8:13; seconded by Trustee Cotner.

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

Motion made by Trustee Cotner to come out of Executive Session at 8:25; seconded by Trustee Kosch.

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

Trustee Searle stated there is a firefighter being investigated for misconduct. Motion made by Trustee Searle to place this employee on administrative leave with pay immediately; seconded by Trustee Cotner.

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

Fiscal Officer Wyne requested that documentation be sent to her for placement in the employee's personnel file and for coding in payroll.

Trustee Cotner asked if the pickup of the cardboard and plastics laying on the parking lot has been resolved, Chief stated yes, he has called them.

ROAD

Tom stated he started to chip seal today, but didn't even make it out to the road as the stone box broke. After tearing it down, he discovered that a circuit board burned out. Tom has called South Eastern Equipment and ordered a replacement circuit board which cost \$1,300.00. He then called back to South Eastern Equipment because there is a reason that caused that circuit board to blow and that needs to be checked out. The soonest they can be here is Monday morning, they will replace the circuit board and run a diagnostics check. The cost is \$127.00 per hour for labor and \$3.50 per mile. Tom stated when they were checking it out last week by running it up and down the road and blew a tire which cost \$637.00. Motion made by Trustee Searle to allow repair costs up to \$4,000.00 to South Eastern Equipment; seconded by Trustee Cotner.

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

Tom reported they had made another round of mowing.

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Tom brought up the 1500-hour rule. Trustee Searle said in speaking with Amy at the Prosecutor's Office, she isn't aware of any other township that uses this for their Road Department. She thinks that 1500-hour rule only applies to firefighters. She told Trustee Searle to hold off on the Road Department going over the 1500-hours and she will research this some more.

TRUSTEES

Trustee Cotner feels that we should move the meetings back to the township administrative building. Discussion on how to set up and where and who should attend. It was decided the next meeting will be at the firehouse at 7:00 p.m.

Trustee Kosch asked Fiscal Officer Wyne about the Bequest Fund. Fiscal Officer Wyne said she is still working on this.

Trustee Kosch asked Tom is all the footers are in now, Tom replied he is waiting to fall at this point and there are about 10 now.

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

ROLL CALL: Cotner: yes, Kosch: yes, Searle: yes. Motion Passed 3-0

Business concluded; meeting adjourned at 8:51 p.m.