

RECORD OF PROCEEDINGS

Minutes of **Greenfield Township Trustees** *Meeting*
August 12, 2026 - Held 6:30 PM

The Greenfield Township Trustees met in regular session at the Firehouse. Trustee Jennifer Sitterley called the meeting to order at 6:30 p.m. and led those present in the Pledge of Allegiance. Dave Cotner, Lonnie Kosch, and Jennifer Sitterley were present.

From the Fiscal Officer:

Fiscal Officer Bichard requested a motion to approve Purchase Order 42-2026 (Medical Mutual) in the amount of \$282,500.00. Trustee Dave Cotner made a motion to approve; seconded by Trustee Jennifer Sitterley.

ROLL CALL: Sitterley: Yes | Kosch: Yes | Cotner: Yes | Motion Passed 3-0

Fiscal Officer Bichard requested a motion to approve Purchase Order 43-2026 to Delta Dental in the amount of \$11,580.00. Trustee Jennifer Sitterley made a motion to approve; seconded by Trustee Dave Cotner.

ROLL CALL: Sitterley: Yes | Kosch: Yes | Cotner: Yes | Motion Passed 3-0

Fiscal Officer Bichard requested a motion to approve Purchase Order 44-2026 to Julian & Grube in the amount of \$2,900.00. Trustee Jennifer Sitterley made a motion to approve; seconded by Trustee Cotner.

ROLL CALL: Sitterley: Yes | Kosch: Yes | Cotner: Yes | Motion Passed 3-0

Fiscal Officer Bichard requested a motion to approve the Payment Report, which includes Warrants 4215 through 4234 and Electronic Debits 182-2026 through 193-2026. Trustee Jennifer Sitterley made a motion to approve; seconded by Trustee Dave Cotner.

ROLL CALL: Sitterley: Yes | Kosch: Yes | Cotner: Yes | Motion Passed 3-0

Fiscal Officer Bichard reported that the pending audit is expected to be finalized by the end of the month. She is currently coordinating with Julian & Grube on advisory services for budget preparation.

A discussion was held regarding changing the meeting notices to reflect that Trustees will gather at 6:00 p.m. for the sole purpose of signing documents. Fiscal Officer Bichard noted that legal counsel was consulted to ensure compliance; no discussion of township business is permitted during this time. Any questions regarding payments must be held until the formal meeting begins at 6:30 p.m.

Zoning Inspector:

Jeff Williamsen introduced Austin, representative for Rockmill Brewery, who provided an update on the Planned Unit Development (PUD). The updated site plan addresses discrepancies

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between current manufacturing and taproom operations and older plans from 2015-2018. It was clarified that while the house parcel (1.2 acres) was a separate purchase, it remains part of the original 23-acre tract.

Trustee Cotner made a motion to approve the PUD for Rockmill Brewery for all the business operation narrative and his site plan, as dated July 2026; seconded by Trustee Sitterley.

ROLL CALL: Sitterley: Yes | Kosch: Yes | Cotner: Yes | Motion Passed 3-0

Jeff Williamsen provided an update on the iWorq software, noting a projected "go-live" date in October or November. The Board reached a consensus to adopt digital "soft permits" emailed to applicants as the primary method, though physical placards will remain available upon request.

Regarding communications, Jeff Williamsen reported 31 Facebook followers and 145 email subscribers. A proposal to discontinue physical notice postings at the Post Office, Administrative Office, and Fire Department was discussed. The Board directed a check for a prior resolution or formal policy before stopping these physical postings.

Jeff Williamsen noted the cancellation of the previous night's Zoning Commission meeting due to weather. He also mentioned rumors regarding the Eversole property (1.1 acres); any development there would likely require a PUD resubmission or a district change.

Trustee Sitterley announced the official notice for the September 14th CEDA Public Hearing (County, Township, and City of Lancaster). The draft is available online, and it was clarified that the agreement involves map boundaries only, with no revenue-splitting provisions.

Road and Cemetery Department:

The department reported on storm clean-up efforts, including the use of barricades at Beaver and Carol provided by local entities. The chip-seal project with Liberty Township was completed last week; it started Tuesday and completed on Friday.

Tom Shafer asked the Board their opinion on allowing the Village of Carroll to use Township barricade signs for their festival, as he had been contacted by the Village with this request. After discussion, the consensus of the Board was to loan the signs to the Village, as has been done in prior years.

The Board discussed the need for clear policies regarding private citizens assisting with road maintenance and the necessity of law enforcement backing for such activities.

The issue of the ditch on the Wickham property was raised. Tom stated he had spoken to Kim Wickham, and noted it is a difficult ditch to maintain, and has been cleaned out before. Tom has spoken to the County Engineer's Office, and they said they would assist. It is easier to

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clean it out from the field side (rather than the road side), so after the crops have been taken off, the ditch will be cleaned out.

Discussion was held concerning the Setter Court ditch and pipe, and the ditch and pipe at Carroll Southern and Coonpath Roads. It was noted these pipes need to be repaired and/or replaced. Tom noted some of the SDRP reimbursement money had been received, and stated the Board, along with the Fiscal Officer and himself, need to discuss and determine the details for pipe and culvert replacement projects to occur next year. He noted he had submitted the Force Accounting estimates required by the county for these projects.

Fire Department:

Chief Smith requested a motion to appoint Drennen Landenburger as a full-time paramedic, contingent upon a vacancy/test at the city of Lancaster. Trustee Jennifer Sitterley made a motion to approve; seconded by Trustee Dave Cotner.

ROLL CALL: Sitterley: Yes | Kosch: Yes | Cotner: Yes | Motion Passed 3-0

Chief Smith requested a motion to appoint Benjamin Hart as a part-time firefighter/paramedic, contingent upon a successful background check and physical. Trustee Sitterley made a motion to approve; seconded by Trustee Lonnie Kosch.

ROLL CALL: Sitterley: Yes | Kosch: Yes | Cotner: Yes | Motion Passed 3-0

The Department will be in attendance at the Carroll Festival this week.

Chief Smith reported upcoming Hazmat training regarding lithium-ion batteries and electric vehicle emergencies. All three shifts will be able to attend this training, as it is held over three days. He also detailed a new communication platform with **Ohio Health** to expedite treatments for stroke and heart attack patients. The department currently maintains a staff of 33–34 members.

Chief Smith requested a motion to approve the resignation of Firefighter Kasper Rohrbaugh from the part-time list. Trustee Dave Cotner made a motion to approve; seconded by Trustee Lonnie Kosch.

ROLL CALL: Sitterley: Yes | Kosch: Yes | Cotner: Yes | Motion Passed 3-0

Floor (Public Comment):

Jack Barr (1642 Winding Oak Drive) expressed concerns regarding "No Solicitation" and "Block Watch" signs bolted to public speed limit signs in his subdivision. The Trustees committed to investigating the legality of unauthorized signs on township property.

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David Bichard reported on the removal of the bats from the Community Center. The roofer who was going to seal the holes in the roof has now stated he can also assist with trapping and removing the bats (also possibly mice need to be removed). Mr. Bichard will meet with him on Friday, August 14 regarding this situation.

Debbie Fisher of Rainbow Drive reported that a large maple tree on an adjacent property had fallen during a recent storm, blocking the entire road. This then caused many cars and trucks to use the road and her driveway area to turn around. She also reported the speeding on Rainbow Drive continues.

Kent Searle asked the Board about the discussion of hiring a Township Administrator. Discussion ensued concerning the statutory duties and responsibilities of the Fiscal Officer and the Trustees, and a separation of those duties, which had not occurred in the past. Mr. Searle also asked about the meeting minutes not being approved. It was explained there is not a requirement for the minutes to be approved, per advice from the prosecutor's office. The Fiscal Officer provides the minutes to the Board of Trustees, and any changes may be requested at that time; then minutes are posted. Jeff Williamsen also asked about dates of action by the Board on zoning issues before the minutes are posted. Discussion continued as to the date a decision is made by the Board, and per a resolution, vs. the timeline for a BZA decision and appeal period, and the statutory requirements.

A constituent initiated a discussion regarding Flock cameras. It was clarified that these are operated by the Special Crimes Unit of South Central Ohio, not the city or county. Discussion focused on the balance between crime-solving benefits and privacy concerns.

From the Trustees:

The Board discussed the need for a Township Administrator/Public Records Custodian to segregate statutory Fiscal Officer duties from administrative tasks such as personnel files, fraud training, and cybersecurity.

Trustee Dave Cotner made a motion to release a job description for an Administrator/Public Records Custodian (excluding zoning duties), with a limit of 1,500 hours annually and an application deadline of August 31, 2026. Seconded by Trustee Sitterley.

ROLL CALL: Sitterley: Yes | Kosch: No | Cotner: Yes | Motion Passed 2-1

Trustees clarified that the September 14th CEDA meeting is a public hearing for comment only, with no final vote to be taken that night.

The Board discussed CO2 injection wells and noted Hocking Township's moratorium. Following a legal update regarding House Bill 17, the Board will gather more information before taking action.

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It was noted that Commissioner Fix is scheduled to attend the September 23rd Board of Trustees meeting.

Executive Session and Adjournment:

Trustee Jennifer Sitterley made a motion to enter Executive Session to discuss cybersecurity; seconded by Trustee Dave Cotner.

ROLL CALL: Sitterley: Yes | Kosch: Yes | Cotner: Yes | Motion Passed 3-0

Executive Session was entered at 7:51 p.m.

Trustee Jennifer Sitterley made a motion to come out of Executive Session; seconded by Trustee Dave Cotner.

ROLL CALL: Sitterley: Yes | Kosch: Yes | Cotner: Yes | Motion Passed 3-0

The Board came out of Executive Session at 8:13 p.m.

Trustee Dave Cotner made a motion to enter Executive Session to discuss legal matters; seconded by Trustee Lonnie Kosch.

ROLL CALL: Sitterley: Abstain | Kosch: Yes | Cotner: Yes | Motion Passed 2-0

The Board entered Executive Session at 8:13 p.m.

Trustee Dave Cotner made a motion to come out of Executive Session; seconded by Trustee Lonnie Kosch.

ROLL CALL: Sitterley: Abstain | Kosch: Yes | Cotner: Yes | Motion Passed 2-0

The Board came out of Executive Session at 8:16 p.m.

Upon returning from Executive Session, Trustee Dave Cotner made a motion to adjourn; seconded by Trustee Jennifer Sitterley.

ROLL CALL: Sitterley: Yes | Kosch: Yes | Cotner: Yes | Motion Passed 3-0

The meeting adjourned at 8:20 p.m.

Jennifer Sitterley
Jennifer Sitterley (Aug 26, 2026 14:01:48 EDT)

Angela Bickard
Angela Bickard (Aug 26, 2026 13:57:24 EDT)