

## RECORD OF PROCEEDINGS

*Minutes of*

**Greenfield Township Trustees**

*Meeting*

August 23, 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 August 9, 2023 Trustee Meeting minutes for approval. After each trustee reviewed the minutes from the Trustees' Meeting held on August 9, 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

Trustee Kosch presented the August 21, 2023 Special Trustee Meeting minutes for approval. After each trustee reviewed the minutes from the Trustees' Meeting held on August 21, 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 announced that anyone wishing to speak at the meeting needed to sign-in on the sign-in sheet, and also asked for cell phones to be shut off during the meeting.

**FROM THE FISCAL OFFICER:** Dawn Wyne presented the following:

Fiscal Officer Wyne distributed the financial reports.

Trustee Kosch made a motion to pay the bills associated with warrants 1094 through 1111 and Electronic Debits 114-2023 through 123-2023 which are listed on the payment report; seconded by Trustee Cotner.

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

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

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

Trustee Cotner made a motion to approve Resolution 2023 08 23 01 for the following transfer of funds.

\$227,492.81 from Fund 2275-110-599-0000 to Fund 2275-330-360-0000

Trustee Kosch seconded the motion.

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

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Trustee Searle moved to approve Resolution 2023 08 23 02 accepting the amounts and rates as determined by the Fairfield County Budget Commission and authorizing the necessary tax levies and certifying them with the County Auditor; Trustee Cotner seconded.

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

Fiscal Officer Wyne advised she was contacted by Amy Brown Thompson from the Prosecutor's Office regarding Bethel Cemetery. Amy received an email from Douglas Weakley stating that the Weakly ancestors are buried at the Bethel Cemetery and his son Kyle Weakly Esq is the co-trustee of the Cemetery Association. The Association has been supporting the care of the cemetery for many years. Several years ago the Weakley's were advised by the County Prosecutor via Greenfield Township Trustees for them to obtain a deed of the cemetery which now they have completed the process. The Weakley's were also advised to have the land surveyed in order to obtain a deed which was a fee of \$1,200.00. Mr. Weakley advised that at this time they want to complete the transaction. Mr. Weakley's son advised that they have obtained a sign off by the Trustees of the Methodist Church in Baltimore, which was formerly the United Brethren Church. Mr. Weakley was asking if the County Prosecutor still supported this transaction. Fiscal Officer Wyne advised that she found an opinion from the Prosecutor's Office dated November 20, 2012 stating that "the Township would not be under an obligation to accept/takeover Bethel Cemetery as it is a private rather than public cemetery. However, the Trustees could exercise their discretion and accept the property and future maintenance of the cemetery should they wish to do so, but they are not compelled to do so by provisions of the ORC." Trustee Kosch advised he thought that if a veteran is buried then we had to take it over. Tom Shafer stated he went out to check the cemetery and he advised there were two (2) veterans buried. Trustee Searle advised cemeteries are a tough asset for the township and not good for the township since they don't generate revenue to maintain. Fiscal Officer Wyne stated she would be in contact with Amy and would advise what Amy says on the matter.

### **FLOOR:**

Jack Barr had signed in, but did not wish to speak.

Dawson Heimberger presented an issue regarding a boring project on Havensport Road that he wants to complete. This needs to be done in order to install an NPDES (septic) System, and is required by the county. He presented pictures of the road and the intersection. He was asking if the Township will give approval for him to bore underneath the road, as well as to clean out the ditch, so the water can flow to the south of the property. The line to be installed is a two inch pipe, and will be draining into the road ditch, which is legal per the state of Ohio Health Department. This will be gray water which has been aerated and had UV lights on it. Tom Shafer reported he had spoken to the Fairfield County Health Department and investigated the area and ditch, and stated this was the only option. Also, he noted the right-of-ways in that area are

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very difficult to deal with. Mr. Heimberger stated the depth of the line will be minimal, as it will be attached to a lift station; and it will not come past High Street more than 10 feet. He stated the permit process from the state of Ohio takes over a month, so he wanted to discuss this with Greenfield Township first to make sure he has approval from the Board. He went on to explain that the system is an NPDES system, which requires forced maintenance through the state of Ohio, so it would receive maintenance two times per year. It has an aerator as well as UV lights. Tom Shafer pointed out that this system requires an EPA approval. Mr. Heimberger also noted there is an alarm on the system that notifies the EPA as well as the county if it fails. He stated he only needed to get permission from the one landowner to the south of the line. After more clarification on the permit process and obtaining permission from the landowner, the Board agreed to write a letter of approval and send it to Mr. Heimberger stating that he could proceed with the boring project, as long as he had permission from the property owner to the south of the line to do so. Mr. Heimberger can then use the Township letter to give to the Fairfield County Health Department to continue the process, along with applying for the permit from the state of Ohio. Trustee Searle will draft the letter and it will be emailed to Mr. Heimberger.

**ROAD AND CEMETERY DEPARTMENT BUSINESS:** Tom Shafer, Road & Cemetery Superintendent, presented the following business:

- **Contracts:** Tom presented a contract from United Propane for a price lock for 2024 for the propane at the Township office and Road office and garage. The price is \$2.149 per gallon, and the Township has always used the pay-as-you-go payment method. Trustee Cotner made a motion to pass the United Propane contract locked-in price of \$2.149 per gallon; Trustee Searle seconded.  
ROLL CALL:Cotner: Yes Kosch: Yes Searle: Yes Motion Passed 3-0

The second contract was for Unifirst which is the company who provides the Road Department uniforms. The new contract is cheaper than what is currently being paid, and the representative noted the new prices on the paperwork Tom presented. Trustee Cotner made a motion to accept the Unifirst contract for the Road Department uniforms; Trustee Searle seconded the motion.  
ROLL CALL:Cotner: Yes Kosch: Yes Searle: Yes Motion Passed 3-0

- **Liberty Township Chip Sealing Project:** Tom presented a “hold harmless” agreement he had found which was signed by the Liberty Township Trustees for when Greenfield Township assists with their chip sealing project. Currently, the project is planned to be started on Monday, August 14, 2023. The stone box was taken to their facility on Tuesday, August 8, 2023. The tar distributor will be taken up tomorrow. The timeline to complete the project is approximately one week.
- **Vacation Request Review:** Tom presented his vacation request for a week in September 2023. The Board gave verbal approval.

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- **OPWC Grant :** Tom spoke with Eric McCrady of Fairfield County to check in on whether they needed anything from the Township concerning this process. There was nothing needed at this time, and they have the Township on file as a bidder. The estimating process has begun, so it is a waiting process at this point.
- **Microsurfacing Project:** All of the microsurfacing has been completed as of last Monday. There were a few clean up items that needed to be completed, but overall, things went smoothly. Tom stated Eric McCrady also said he was very happy with the quality of work that Strawser had done, especially since this is the first year the County has used them. Trustee Searle asked if the AARP funding had been depleted as of the end of this project. Fiscal Officer Wyne stated the invoice hasn't been received yet.
- **Day Funeral Home - Indigent Burial Issue:** Tom reported he had received an email from the funeral home last week regarding an indigent burial. He forwarded to Dawn and she reviewed it. The language stated the person had passed away at The Arbors and the funeral home was looking for any amount of money that the Township could contribute to pay for the burial. Tom noted the maximum allowable reimbursement to the Township was \$1,000; however, Dawn stated the Township would not receive all of the reimbursement from the state, because all of the paperwork had not been submitted.

Tom reviewed the incident that happened earlier this year when he gathered all of the required information that he had access to in order to apply for reimbursement for an indigent burial, and sent it to the state of Ohio; however, it was denied. Dawn noted since the proper information was not submitted prior to the state's fiscal year, July to June, then the Township would not be able to apply for the current reimbursement request. Trustee Searle recommended that the indigent burial process be initiated and all paperwork sent in at the beginning of the year so the Township is eligible for reimbursement. He also stated he would contact Day Funeral Home to discuss the current request (Dawn will forward the email to him).

Frank Smith Funeral Home was being used for the indigent burials, and charged \$1,000 (and then dropped the fee to \$750 as a one-time occurrence). Baugher Cemetery is being used in a specific section for the indigent burials. The funeral home provides a plaque for a marker in the cemetery. Tom stated it is required that the burial is documented and that the deceased is recognized with a plaque.

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

- **Zoning Request:** There has been a request submitted to change the zoning on the property at the northeast corner of Ginder Road and Route 158 - the old

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auction house property. The owner has been to the county and combined parcels to be able to make it more of a buildable lot. This gave him enough space to make it a B-1 parcel, so he's in the process of getting the back parcel changed to B-1. There has been an initial hearing, the package has been submitted to the RPC, and there's a hearing scheduled for September 4, 2023. However, the RPC will not have it back to the Township prior to that date, so Tom will ask the Zoning Commission to continue the hearing, and it will still be within the required 60 day timeframe for the published hearing notice. Discussion continued as to the timeframe requirements per the RPC meeting schedule, the ORC requirements, and the best way to get things coordinated and scheduled. Trustee Cotner pointed out that there are some local townships who do not accept the application and the check until they have the hearing scheduled at RPC in order to stay in the timeline. Trustee Kosch also noted there is an Executive Board of the RPC who reviews these matters, and they meet prior to the regularly scheduled RPC meeting held the first week of each month, so the scheduling needs to be done several weeks in advance. It was noted this has always been a struggle with scheduling for the Zoning Department. For this particular situation, the process will stay as it stands.

Tom went on to explain a zoning situation with a local property owner with two small parcels on Old Columbus Road which are currently R-1, and he wants to change them to B-1. Tom has discussed with him that the properties are too small to be buildable as is due to setback requirements, etc., and that the parcels should be joined in order to be buildable. He has come to the office to discuss this on more than one occasion, but has not taken any action as yet.

- **Claypool Electric Lighting Upgrade:** The South Central Power update was provided to the Board. The Claypool Electric contract is done.
- **Zoning Applications:** These have remained steady with six open applications for zoning permits, and one amendment in process.

The business notice is starting to cause some issues and concerns in the community. Tom received a complaint today from a resident who was complaining about his neighbor operating a business. Tom suggested that the person discuss the business notice with him.

In reviewing the limited home occupation information, one of the other main differences besides the number of non-family member employees, is whether it is conducted in the home or in an accessory structure. Tom was reviewing this with a resident today, and the person would require an expanded home occupation.

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- **Zoning Map Update:** Tom asked the Board what the process would be to update the Township zoning map, especially in light of some recent zoning changes. The changes would need to be made by the RPC.

Trustee Searle made a motion to accept and re-sign the contract with Claypool Electric for the lighting upgrade; Trustee Cotner seconded the motion.

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

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

- **New Medic - New MARCS Radio Purchase:** It was discovered that the truck is very well insulated, and the current portable radio in the rear of the truck can't be heard, so a new mobile radio needs to be purchased. Motorola, which is the current company, provided a state bid price of \$5,826.60. That includes all the wires, antennas, etc. to have the installation done. The front radio will still be used to communicate with dispatch, etc., but the back radio is used to communicate with the hospital. Chief Smith explained the front radio was taken from the old medic, and was not a dual-head radio, so that is why the new radio needs to be purchased for the back of the truck. Trustee Searle made a motion to approve purchasing a radio for the new medic from Motorola for \$5,826.60; Trustee Cotner seconded the motion.  
ROLL CALL: Cotner: Yes Kosch: Yes Searle: Yes Motion Passed 3-0
- **Firehouse Septic System - Pump Issue:** There is a pump issue again, and it was pulled out today and sent to the manufacturer to see if it can be refurbished, but the estimated cost is between \$3-4,000. There is a seal that has gone bad that is affecting the pump. The system is being pumped every two to three days. It is being expedited, but the company recommends buying a new pump for a back-up. The estimated cost for a new pump is around \$10,000. The last pump that was purchased was almost four years ago (September 2019).
- **Grants:**
- **AFG FEMA:** The award amount was \$134,676. FEMA pays \$128,262.85; GTFD pays \$6,413.15. This is for 14 complete sets, 14 additional cylinders, six additional SCBA masks, batteries, and charging system). Atlantic Emergency Solutions was the third and final quote received. Their total was \$140,830; GTFD's total expenses were \$12,567.15. This company is the former Findlay Fire. Trustee Searle made a motion to approve Atlantic Emergency Solutions for the SCBA packs for \$140,830 total; our expense will be \$12,567.15; Trustee Cotner seconded the motion.  
ROLL CALL: Cotner: Yes Kosch: Yes Searle: Yes Motion Passed 3-0

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- BWC Safety Intervention Grant: This grant is still in process. It was estimated that the Department's responsibility would be around \$14,000; but it has been determined that the total cost will be \$10,380 and BWC will pay \$31,140. This is for the battery-operated tools and e-extrication tools for the engine/rescue. There is a ten-day process for them to review the document, and then the Department is notified of approval. There is a six to eight week window from time of purchase until delivery. Once the Department responds to the BWC, Dawn will get a notification from the supplier ID website; they transfer the funds into that account. Once that is received, the purchase is made, and then the proof of purchase is shown to BWC. Trustee Searle moved to approve the purchase of the extrication battery powered equipment pending approval of the BWC grant that would require us to pay \$10,380; Trustee Kosch seconded the motion.  
ROLL CALL: Cotner: Yes Kosch: Yes Searle: Yes Motion Passed 3-0
- South Central Power Grant: Work continues on this grant for the tornado siren drivers (Dolson Court location), with a few more documents that need to be provided to them. They are asking that the Township share some of the cost, which would be the labor cost of \$700 (vs. \$4,000). The deadline for notification is an October timeframe, but the Township may be notified ahead of time. Per the county EMA, the six drivers (Dolson Court location) are working at 62 percent; they are required to be replaced when they get to 50 percent. Brad reported he included the other drivers at 158 and Ginder Rd. in the grant, noting they will need to be replaced in the future, so it is on their radar. There are three drivers down at that location. The Board noted that the Township needs to replace the drivers if the grant doesn't get approved.
- Employee Resignation: Part-time firefighter Brody Poston has submitted his resignation due to his schedule/starting medic school, effective immediately. Trustee Searle made a motion to accept Brody Poston's resignation from the Greenfield Township Fire Department effective immediately; Trustee Cotner seconded the motion.  
ROLL CALL: Cotner: Yes Kosch: Yes Searle: Yes Motion Passed 3-0
- Special Events/Training: Stop the Bleed/CPR and AED training was held for the Bloom Carroll School District last Friday for 120 teachers. The teachers were appreciative of the feedback devices on the CPR mannequins.

Also, the Department was at the Carroll Community Festival and had a good turnout.

**ROAD DEPARTMENT:** Change in Lunch Hour Policy: Tom Shafer, Road and Cemetery Superintendent, raised the issue of the recent change in the Department's lunch hour policy. After discussing it with the employees, he recommended keeping the half-hour lunch break. However, if they go over that lunch time frame, the employee

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would submit documentation to use vacation or compensatory leave time to cover the overage beyond a half-hour, or stay over to make up the time. This is providing the employee chooses to leave at 3:30, rather than stay over to make up the time.

Leave Time Policy: Tom also raised the issue of reverting back to using 15-minute increments for use of vacation and compensatory time, rather than requiring a half-hour of leave usage. After discussion, the Board decided to leave the policy as it stands, and require a half-hour leave usage on all types of leave.

Trustee Searle made a motion to change the Road Department's lunch period back to 30 minutes, so they work from 7:00 to 3:30, and any lunches that go over that have to be accounted for by some means - working later or using some kind of time - so there is accurate payroll; Trustee Cotner seconded the motion.

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

Fiscal Officer Wyne asked if the employees should be filling out a lunch form that is in the policy? Trustee Kosch stated they need to submit the lunch form and the signed policy acknowledgement form and return it. He stated he has asked the workers several times to get them turned in. Tom Shafer was not able to return his form when the personal policy took effect on June 14, because he was out on medical leave and didn't return until July. Tom stated he would get the Road Department's lunch forms and policy acknowledgement turned in.

### **FROM THE TRUSTEES:**

Trustee Searle raised the issue of the Fairfield County Comprehensive Plan. There is a meeting tomorrow night for elected officials when the plan will be updated. He stated he did not like the way it is affecting Greenfield Township, and that he wished the meeting this evening was full of people who had an opinion about it. He stated it is changing Greenfield Township - although there is a zoning code that covers this issue - but the county wants to see more apartment buildings and multi-family housing, and he does not support this. He noted Liberty Township is in the process of starting to do their own comprehensive plan, and he recommends that Greenfield start to do their own plan, as well as reaching out to Liberty to find out who is doing their plan. He wants the community to have input into the plan. He also stated his understanding is that people like Greenfield Township the way it is: a rural community of single family homes. If that is the way the community feels, they need to have input. Trustee Cotner noted there would need to be representatives on a board from the Village of Carroll, as well as from Greenfield Township, for the plan work, as it was looked into in the past. The estimated cost for a comprehensive plan at that time was \$80,000.

Tom Erlenwein noted the TIF (Tax Increment Financing) that had been put into place, and at that time, there was talk of a JEDD (Joint Economic Development District). He



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suggested it might be more powerful if the Township joined forces with the Village of Carroll on the matter. Trustee Cotner suggested he could discuss this with the mayor.

Trustee Searle reiterated that the Fairfield County Commissioners are having a public hearing and planning to possibly vote to approve the comprehensive plan on Tuesday, September 12, 2023 at their meeting at 9:00 a.m. He suggested that Greenfield Township residents should make their wishes known that they do not want to have the apartment buildings and multi-family housing in the Township, which is what he has been hearing from the residents he has talked to. He recommended that everyone, regardless of how they feel about the issue, should be at the Fairfield County Regional Planning Commission public hearing meeting on September 5 (time unknown but thought to be 5:30 p.m. Please check their website for the time of the meeting).

Discussion continued as to the current zoning code in Greenfield Township, which controls what the Township does. Trustee Searle noted the proposed comprehensive plan would prepare a template for all thirteen Townships in the county. Then, if each Township voted to adopt the template, they would be open for incentives for water and sewage into the Township. He stated this looks good on the surface, but asked what price are the residents willing to pay for changing the aesthetics of the community? It was also noted there have been several segments on the local news with Liberty Township and Violet Township regarding these issues. Trustee Kosch noted there had been various meetings scheduled around the area to discuss the issue, but there hadn't been very much community involvement. A participant also noted that although the information had been announced in the newspaper, that most people don't read the paper any longer, and they do not look in the back on the last page for any community announcements. He stated he felt this could have been publicized to the community residents in a better manner, and been more proactive.

Fiscal Officer Wyne suggested scheduling a meeting with Pete Griggs at Brosious to get a recommendation on companies who create comprehensive plans. It was noted this will be a months-long project.

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

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

Meeting adjourned at 7:36 p.m.