

RECORD OF PROCEEDINGS

Minutes of **Greenfield Township Trustees** *Meeting*
August 26, 2026 - Held 6:30 PM

1. Call to Order and Attendance

The Greenfield Township Board of 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.

With all three Trustees in attendance, a quorum was formally established for the purpose of conducting township business and enacting legislative actions.

2. From the Fiscal Officer:

Fiscal Officer Bichard requested a motion to approve blanket purchase order 60-2026 for other expenses for the Cemetery Fund in the amount of \$800. Trustee Cotner moved to approve this purchase order; Trustee Kosch seconded the motion.

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

Fiscal Officer Bichard requested a motion to approve the payment listing for warrants 4235–4252 and electronic debits 194-2026 through 206-2026. Trustee Cotner moved to approve this payment listing; seconded by Trustee Kosch.

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

Fiscal Officer Angela Bichard emphasized that maintaining rigorous fiscal transparency remains the cornerstone of township governance. In response to recent audit findings, the township is executing proactive measures to align financial practices with state standards, ensuring long-term compliance and the protection of public funds.

Legislative Resolutions The Board addressed resolutions required for the upcoming fiscal cycle and regional compliance.

Resolution 2026-0826-01: Tax Levy Amounts This resolution accepts the amounts and rates determined by the Fairfield County Budget Commission, authorizing the necessary tax levies and certifying them to the County Auditor. Trustee Sitterley made a motion to adopt Resolution 2026-0826-01; seconded by Trustee Cotner.

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

Resolution 2026-0826-02: Public Notice Requirements: The Board deliberated on the efficiency of public notice locations. A proposed resolution to remove the post office bulletin board as a mandatory posting site was considered due to low visibility and administrative burden. However, Trustee Kosch volunteered to personally handle the physical postings to ensure residents without internet access remain informed. Consequently, the notice change was shelved.

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Resolution 2026-0826-02: Spending Authorization: This resolution was instead utilized to authorize township department heads and officers to incur obligations up to \$3,000 or less without prior board approval for each instance. Trustee Sitterley made a motion to adopt Resolution 2026-0826-02; seconded by Trustee Cotner.

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

Resolution 2026-0826-03: Solid Waste Management Plan: This resolution ratifies the updated Solid Waste Management Plan as provided by the district executive director, emphasizing expanded recycling access, education, and strong enforcement of illegal dumping. Trustee Sitterley made a motion to adopt Resolution 2026-0826-03; seconded by Trustee Kosch.

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

Administrative Updates:

Civic Center Maintenance: A&R Pest Solutions identified eight entry points for bats at the Civic Center. The vendor has reduced these to two points to facilitate humane trapping and exclusion.

- **Life Insurance:** Spousal life insurance premiums were incorrectly deducted from some employees. The township will reimburse staff (69.44 biweekly) and elected officials (34.72 monthly) and correct future deductions.
- **Audit Status:** The 2024 annual report resubmission was successful. The Auditor of State may grant a further extension for the current audit.

Civic Center Maintenance: ANR Pest Solutions identified eight entry points for bats at the Civic Center. The vendor has reduced these to two points to facilitate humane trapping and exclusion.

Financial Audit and Allocation Strategy (Resolution 2026-0826-04): The Fiscal Officer synthesized findings from the 2026 audit regarding **ORC 505.24**. Current standards require that salary and benefit allocations to restricted funds (Road and Fire) be "defensible and reasonable." The previous 37.5% allocation was deemed indefensible by advisors. Trustee Sitterley argued that the 37.5% was previously defensible due to the significant time spent on **NCA/CA** projects benefiting Roads and Fire; however, the Board agreed that moving to a 100% General Fund allocation is more sustainable. Fiscal Officer Bichard noted that auditors prefer the General Fund to carry the majority of costs and advised underestimating time spent on restricted funds. With the General Fund currently healthy, this shift allows the restricted funds to support their own operational needs. The Fiscal Officer expressed intent to revisit the **\$200,000 Shelly bill** for roads and the fire department turnout gear funding once these re-appropriations are finalized. Trustee Sitterley made a motion to adopt Resolution 2026-0826-04, retroactively adjusting the 2026 allocations for elected officials' salaries and benefits to 100% General Fund effective January 1, 2026; seconded by Trustee Cotner.

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

Following these financial and administrative updates, the meeting transitioned to matters of land use and community zoning.

3. Zoning Inspector

The Zoning Department continues to modernize its service delivery by implementing digital interfaces while strictly enforcing property standards to protect resident interests.

IWorq Software Portal Zoning Inspector Jeff Williamsen reported that development of the **IWorq software portal** is ongoing. The customer-facing interface is scheduled for a late September launch, providing residents with online access to zoning services.

Cybersecurity: Still working on the quote.

Property and Enforcement Issues The Board reviewed a significant drainage conflict involving the **Lines Electric** property. Unauthorized fill was reportedly added to the property, blocking the **Claypool** stream. Despite EPA instructions to remove the material, the owner has not complied, resulting in severe flooding on the neighboring property owned by Jill Maiher.

Model Zoning Code Rewrite The Zoning Commission is actively merging current regulations into the **Model Zoning Code**. To meet the year-end target for completion, the Commission has increased its meeting frequency to twice monthly.

The modernization of these regulations ensures that township infrastructure remains protected as the community grows.

4. Road and Cemetery Department

The Road Department is currently focused on infrastructure restoration following severe weather and managing traffic volumes resulting from regional construction.

Storm Restoration and Infrastructure Assessment Road and Cemetery Superintendent Tom Shafer will conduct a "ride-along" assessment with County Engineer Eric McCrady to evaluate damages on Rainbow Drive, Ginder Road, Election House and Stringtown Roads. There is an expectation of receiving repair assistance or materials from the County or ODOT. Superintendent Shafer noted that while some projects qualify for **SDRP reimbursement**, others do not.

Traffic Count Data Using **Traffic Logix** software, the following counts were recorded from sign inception through 5:00 PM on the meeting date:

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- **280 Rainbow Drive (Speed Trailer):** 26,936 (Note: Data represents only one month of operation).
- **580 Rainbow Drive (Westbound):** 87,374.
- **Ginder Road (East of 158):** 38,550.
- **Bottom-of-hill Residence:** 55,514.

Superintendent Shafer noted a communication error with the speed trailer data retrieval; however, **Traffic Logix** has confirmed the data remains intact and the error is being corrected.

Infrastructure Projects The department is proceeding with five or six **OPWC pipe replacement** projects. It was explicitly noted that these projects do not qualify for **SDRP reimbursement**, requiring the township to manage the primary costs.

Tom expressed his thanks to Bob, Jeff and Doug for their work while he was on vacation, especially during the storm activity.

Personnel Actions Trustee Sitterley made a motion to approve vacation requests for Bob Lanier (Aug 31–Sept 13) and Jeff (Oct 10–Oct 17); seconded by Trustee Cotner.

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

Superintendent Shafer noted the local roundabout is anticipated to open this coming Friday. With road infrastructure matters concluded, the Board turned to the operational readiness of emergency services.

5. Fire Department

Strategic management of the Fire Department remains a priority, focusing on high-performance equipment maintenance and optimal staffing.

Equipment and Facilities

- **Engine Rescue 561:** Repairs for kingpins and bushings were identified.
 - Trustee Cotner made a motion to approve up to \$4,000 for **Jones Truck and Spring** for these repairs; seconded by Trustee Kosch.
- **ROLL CALL:** Sitterley: Yes Kosch: Yes Cotner: Yes Motion Passed 3-0
- **Garage Door:** A bay door was damaged by a vehicle while pulling into the bays; the garage door came down on the truck unexpectedly. The estimated repair cost to replace the door is \$6,485. Repairs are being assessed.
- **Personnel Actions**
 - The Board accepted the resignation of Derek Short, effective August 31.

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- Trustee Sitterley made a motion to accept the resignation; seconded by Trustee Cotner.
- **ROLL CALL:** Sitterley: Yes Kosch: Yes Cotner: Yes Motion Passed 3-0
- **Fire Chief Brad Smith** recommended the lateral hire of Drennan Landenberger to fill the vacancy.
- Trustee Cotner made a motion to approve the hire of Drennan Landenberger effective September 5; seconded by Trustee Sitterley.
- **ROLL CALL:** Sitterley: Yes Kosch: Yes Cotner: Yes Motion Passed 3-0
- **Training Updates**
 - The department is participating in **Pulsara/OhioHealth** communications testing to improve stroke and cardiac notifications.
 - Personnel are also undergoing lithium-ion battery hazmat training at the EMA.
 - The **AVL Dispatching** (proximity-based dispatching) is scheduled for a live launch on September 1.

The focus then shifted to final administrative scheduling and mandatory compliance training.

6. From the Trustees

The Board reviewed the administrative calendar and upcoming coordination requirements with Fairfield County.

Meeting Schedule Changes To accommodate the November and December holidays, the Board adjusted its meeting dates. November meetings will now be held on **Monday, November 9** and **Monday, November 23**. The second December meeting will be moved from Wednesday, December 23 to Monday, December 21 at 6:30 at the firehouse.

Training and County Coordination

- **Mandatory Training:** Trustees were reminded to complete mandatory online fraud training. Currently, only 5 of 34 members of the GTFD have been completed the training.
- **County Meetings:** Special county meetings regarding road necessity and widened public roads are scheduled for September 15 and September 22 (11:30 AM at Election House).
- **Public Comments:** The deadline for public comments regarding the roundabout is September 11.

At this time, Trustee Cotner made a motion to enter Executive Session to discuss legal matters; seconded by Trustee Kosch.

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Executive Session was entered at 7:31 p.m.

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

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

The Board came out of Executive Session at 7:40 p.m.

With all agenda items addressed, the Board prepared for final adjournment.

7. Adjournment

Trustee Kosch made a motion to adjourn; seconded by Trustee Sitterley.

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

The meeting was adjourned at 7:42 PM.


Jennifer Sitterley (Oct 7, 2026 13:50:12 EDT)


Angela Richard (Oct 7, 2026 12:26:11 EDT)