

RECORD OF PROCEEDINGS
Minutes of Greenfield Township Trustees Special Meeting

August 27, 2021

Held 3:35 PM

The Greenfield Township Trustees met in special session at the township to discuss the zoning inspector salary, hours and position description. Trustee Cotner called the meeting to order. Dave Cotner, Lonnie Kosch and Kent Searle were present. Dawn Wyne and Steve Eversole were also present.

Trustee Cotner stated that we should start out with discussing the Zoning Inspector Salary. He stated that we hired Anne Darling Cyphert at \$30.00 per hour and Kevin Yeamans was also paid \$30.00 per hour. Trustee Searle stated that we only have one applicant and no zoning experience and he doesn't think we should start them out at \$30.00 per hour. He is thinking more like \$25.00 per hour. Trustee Kosch likes starting the individual out at \$25.00 per hour.

Trustee Searle stated that Anne had a good idea to hire an assistant so he doesn't think that the Zoning Inspector will need to work 20 hours a week. Fiscal Officer Wyne stated that Greenfield Township is not set up like Bloom and the Zoning Inspector position will have office hours; therefore, the Zoning Inspector may not need an assistant. Steve Eversole stated that Bloom doesn't have all the zoning that Greenfield does. Trustee Searle stated he doesn't believe that we are in the position at this time to even discuss hiring an assistant.

Fiscal Officer Wyne stated that she feels that the Zoning Inspector needs to be in the office at least three days a week, maybe four, and at least one of those days needs to be in the evening to accommodate the public of Greenfield Township that can't come in during the day. Trustee Kosch agreed that they need to work an evening. There was discussion on the number of hours per day and week. Steve Eversole recommended that the individual could work from home returning calls in the evenings, like Kevin did. He also stated the hours and days need to be consistent each week. Maybe the township could provide a cell phone or pay the individual a stipend.

Steve Eversole stated that the Trustees and Dawn will need to come in and train the new individual as the zoning currently is a mess. Trustee Cotner agreed that all the Trustees need to come in and help.

The Zoning Inspector job position description was also discussed. The following changes or additions were made:

- **Add - Works with appointed legal counsel regarding potential litigation issues and interpretation of law questions.**
- Ensure Compliance with the ORC and the Greenfield Township (**remove Code**) (**add - Resolution**) for all new construction and land use.
- Maintain a working relationship with the Fairfield County Sheriff, Prosecutor's Office, Board of Health, (**add - EPA**), and other agencies for intervention or assistance in zoning enforcement.
- Maintains records in a manner that allows easy and timely retrieval for the public (**Add - records**) request. **Add - Ensures the Fiscal Officer also has records in the event of a public records request.**

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- **(Add - Issues)** violation notices and coordinates prosecution of violations with Township or County legal staff.
- **Add - Required to perform duties at the Township Office for at least eight hours over a four day period per week including two days with evening hours.**
- Add - Required to attend all Trustee meetings, Zoning Commission meetings and Zoning Board of Appeals meetings/**(add) hearings.**
- Must provide own transportation for inspections and any other position duties. **Add - Must possess a cleaning driving record and acceptable automobile insurance policy.**
- **Remove - Ability to deal effectively with difficult and hostile people**
- **Remove - May involve unpleasant conditions and a high degree of stress. Add - Must be able to work under high stress.**

Trustee Cotner stated that we need to decide if the individual is going to drive their own vehicle or is the township going to provide a vehicle. Trustee Cotner asked Dawn to contact OTARMA to see how much liability insurance would cost.

A motion was made by Trustee Cotner that the individual would be paid \$25.00 per hour, would work four days, at least two hours per day; two of the days need to be evening hours and the individual could work up to 15 hours per week as needed; and update position description as discussed; Trustee Searle seconded the motion.
Roll Call: Cotner: Yes Kosch: Yes Searle: Yes Motion passed 3-0

Trustee Cotner stated that we need to schedule a special meeting to interview the applicant. Dawn will call the applicant to see if she is able to come in on Tuesday, August 31 around 4:00/4:30. Dawn advised she would let the Trustees know the time after she talks with the applicant.

Trustee Cotner made a motion to accept Anne Darling Cyphert's resignation effective August 31, 2021 at the close of business; Trustee Searle seconded the motion.
Roll Call: Cotner: Yes Kosch: Yes Searle: Yes Motion passed 3-0

Trustee Kosch made a motion to adjourn; Trustee Cotner seconded the motion.
ROLL CALL: Cotner: Yes Kosch: Yes Searle: Yes. Motion Passed 3-0

The meeting was adjourned at 4:06 p.m.