

RECORD OF PROCEEDINGS

Minutes of

Greenfield Township Trustees

Meeting

August 27, 2025 - Held 6:00 PM

The Greenfield Township Trustees met in regular session at the Firehouse. Trustee Cotner led those present in the Pledge of Allegiance. Dave Cotner, Lonnie Kosch and Kent Searle were present.

Trustee Cotner presented the minutes of the June 27, 2025 Special Trustees Meeting - meeting with legal counsel. He asked for a motion, if no changes were noted. Trustee Searle moved to approve the minutes; Trustee Cotner seconded the motion.

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

Trustee Cotner presented the minutes of the August 12, 2025 Special Trustees Meeting - to discuss potential litigation with legal counsel. He asked for a motion, if no changes were noted. Trustee Searle moved to approve the minutes; Trustee Cotner seconded the motion.

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

Trustee Cotner presented the minutes of the August 13, 2025 Trustees Meeting for approval. He asked for a motion, if no changes were noted. Trustee Kosch moved to approve the minutes; Trustee Cotner seconded the motion.

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

FROM THE FISCAL OFFICER: Fiscal Officer Jessica Kull reported on the following business:

Fiscal Officer Kull asked for a motion to pay the bills, warrants 3797 to 3817; and the electronic debits 193-2025 to 213-2025. Trustee Cotner moved to approve the payments; Trustee Kosch seconded the motion.

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

Fiscal Officer Kull asked for a motion to pay the purchase orders. Trustee Kosch made a motion to pay the purchase orders; Trustee Cotner seconded the motion.

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

Fiscal Officer Kull presented Resolution number 2025-08-13-02: This is a resolution to approve the Expedited Type II Annexation of 163.434+/- acres from Greenfield Township to the City of Lancaster (property located on Wilson Road). Fiscal Officer Kull noted this was the Township's copy of the paperwork. She noted there was nothing to be approved by the Township; this action is done and moving forward.

Fiscal Officer Kull presented Resolution number 2025-08-27: A Resolution to Approve a Petition to Vacate an Unimproved Segment of a Public Road - Village of Havensport. After discussion, it was determined this Resolution will be tabled until the next meeting so the Board can review the area and Tom Shafer can research the information further.

Trustee Kosch inquired about obtaining a refund for the Village of Carroll taxes he had paid. This will be looked into.

Trustee Kosch brought to the Fiscal Officer, Trustees and other employees why he was paying Village of Carroll taxes that he was not paying with HR Butler. I have been paying Village of Carroll taxes from Jan. 1, 202 to July 31, 2025.

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There was a discussion about the OP&F audit. Trustee Kosch noted he had an email from the Auditor's Office (Kimberly Mercer) that can be given to Payroll Vault.

Trustee Kosch received an email that stated she had contacted Fiscal Officer with no response. Copies of email passed to Fiscal Officer.

Trustee Kosch asked to be signed up for the State of the Fairfield County meeting in September 30.

Trustee Searle asked for an update on the OP&F issue. Fiscal Officer Kull reported Darius Burnette of Payroll Vault will present a report soon.

Trustee Searle also asked about the OOC pay issue. Fiscal Officer Kull stated she will have any update on this issue soon.

ZONING DEPARTMENT: Jeff Williamsen, Zoning Inspector, presented the following business:

Future Meetings: September 9, 2025 - Zoning Commission; September 10, 2025 - Trustee Meeting.

Past Meetings: August 24, 2025 - RPC - Model Zoning Code Kickoff; August 26, 2025 - OTA Zoning Roundtable

Zoning Certificates Issued Since Last Meeting: Two; one building permit and one variance.

Violations/Complaints Since Last Meeting: Two; one was opened last week and closed on Monday.

Property Visits: 4175 Canal; 3015 Lithopolis (two); 3050 Lithopolis; 790 Shadel

General:

- A subdivision lot split was requested for 4175 Canal in Havensport. This required investigation because the lot does not meet the current code and cannot be brought into compliance, but the subdivision was platted before the Township even had a Zoning Code. Jeff called the County RPC; however, that did not help, except to confirm it is a very old subdivision. The Health Department has already flagged out the septic and there's plenty of room for the house the person wants to build. The application is being held for now, and it will be discussed with the Zoning Commission in September.
- There was a suggestion by a resident to put a calendar of events/meetings and hearings on the Township website when Savvy Citizen is no longer being used. Jeff will check with Crissy at Web Chick. Trustee Kosch noted some people still like Savvy Citizen.
- Jeff reported he received a re-district request from Blostein/Overly Architects to re-district the five Babamov properties on Old Columbus Road from R1 to R3. The fee

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has been paid. Once the completed application is received, he will forward it to the RPC for their recommendation on October 7, 2025.

- Jeff and Jill Maiher met with Holly Mattei and her team on August 24, 2025 for a readout on how the process for conversion to the Model Zoning Code works.
- Jeff is working with WebChick on a new Zoning Forms page on the website (this has been on the back burner) to accommodate the individual forms based on application type. The current all-inclusive form will be modified to remove the check boxes that now have separate forms.
- The following statistics for Campaign Monitor were reported: Users: 128; Campaigns: 7; Open rate: 80.8%. Jeff Williamsen stated Savvy Citizen had 567 users.

Trustee Kosch asked about the Land Use Plan. He had reviewed the draft created by Jeff, but needs to review it further. He also asked if there needs to be any legal wording added to the draft. Trustee Cotner noted that Liberty Township's plan doesn't have any. Jeff stated he has a new draft the Board can review, and Trustee Searle suggested having Marshall McCormick review it. Trustee Kosch stated he will call Marshall McCormick to discuss this with him further.

Trustee Kosch asked about Rockmill Brewery and the bed and breakfast. Trustee Cotner stated no bed and breakfast is in the plan. Trustee Kosch noted the Township needs to make sure they have the acreage needed.

ROAD AND CEMETERY DEPARTMENT: Tom Shafer, Road and Cemetery Superintendent, presented the following business:

Tom reported on the following storm clean-up efforts:

- Election House Road and Havensport Road were done by Law General Contracting. The money - approximately \$39,000 - from the allocation money at the Fairfield County Engineer's Office was going to be used, but Tom wants to hold onto that for other jobs. He also noted that Election House Road was NOT paid for with OPWC money. Tom wants to find a way to pay in-house. Trustee Searle asked if both jobs are claimable with grant money, and Tom responded that they are; however, it is unknown when the grant money will arrive.

Trustee Kosch asked about how much allocation money is available. Tom responded there is \$80,000 to \$90,000, but some will be used for Ginder and Stringtown Road culverts. Trustee Kosch also asked how much reimbursement is estimated at this point. Tom stated there is approximately \$40,000 for Havensport Road and \$12,000 for Election House Road, noting this does not include the guardrail for Havensport Road. He also noted the Township may only get reimbursed at 75 percent. Trustee Cotner stated he thinks the Township may need to open some money up front to pay for some of the bills, and Tom suggested it should be around \$100,000. Once the reimbursement is received, the Township can determine where the money needs to go. Trustee Searle suggested that the money distribution can be discussed at a future meeting. Tom also

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noted the Township has already been billed for Election House and Havensport Roads, and more will be forthcoming.

Fiscal Officer Kull stated she will call the Auditor to start the process of changing the appropriations for this money. Trustee Searle also reassured Tom that all the needed funds will be covered, and not to worry.

- Tom noted he is using two forms from the Emergency Management Agency: one is current work; one is for Site Inspection forms. The summary/current forms are completed as of today. The Site Inspection forms are being completed with the help of a representative from the State EMA Office. She will be at the Township on August 28, 2025 and will look at the sites and help with the forms.
- Tom has been working with Kim Miller at the Softworks company to get the computer reports designed and updated to what the EMA needs. The representative at the EMA was very impressed with the information that was being submitted.
- Chief Smith noted a letter of intent needs to be submitted as part of the grant. Trustee Kosch suggested that two letters be written: one from the Road Supervisor, and one from the Board. Trustee Cotner stated that Tom should sign the letter and proceed from there.
- Trustee Searle commended Tom Shafer and the road crew for all the hard work they have performed.
- Tom stated a resolution will be sent to the Township from the County Engineer's Office for the Board to consider. This will be for the Engineer's Office to handle the roadwork on the north end of Stringtown Road. The rough cost estimate is \$575 per foot X 80 feet = \$.33 cents or more. The job estimate is \$313,000 in Tom's opinion. \$313,000.00 or is it \$317,000.00

FIRE DEPARTMENT: Chief Brad Smith reported on the following business:

Vehicle Updates:

- Tanker 561: The estimate for the repair is in the \$5,000-\$6,000 range. Two bearings and a gear to the gearbox will need to be replaced. The truck should be back in the beginning of September
- Grass 561: The skid unit was delivered Friday. The Department is working on the mounting brackets and securing the unit to the truck.
- Medic 562: This truck is back in working order. Chief Smith asked for a motion to approve the repair in the amount of \$3,500. The repair replaced four airbags and u-bolts. Trustee Searle made a motion to approve the repair of Medic 562 in the amount of \$3,500; Trustee Cotner seconded the motion.

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

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- E/R 561: Chief Smith asked for a motion to approve \$1,762.89 to replace the turbo actuator from Kenworth of Columbus. Trustee Searle made a motion to approve the repair of E/R 561 in the amount of \$1,762.89; Trustee Kosch seconded the motion.
ROLL CALL: Cotner: Yes Kosch: Yes Searle: Yes Motion Passed 3-0

Chief Smith asked for a motion to approve additional maintenance needed - up to \$4,000. He noted the quote came in at \$2,175 and includes labor:

- Air leak from fan clutch
- Air tank auto drain is not working
- Air dryer filter
- Rear brake Chamber has a broken park brake
- Coolant line leaks - at radiator hose, coolant hose behind DPF assembly
- Left rear tire chain assembly bearing is locked up

Trustee Searle made a motion to approve up to \$4,000 for additional maintenance of E/R 561; Trustee Kosch seconded the motion.

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

Grants: Chief Smith raised the issue of retroactive official approval for the 2023 and 2024 Ohio Ambulance Impacted Industry Program Grant for Retention Bonuses in the amount of \$91,352.00. Trustee Searle made a motion to approve this action; Trustee Kosch seconded the motion.

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

The Aladdin Shriners Grant was awarded to the Greenfield Township Fire Department in the amount of \$3,920 to purchase two video laryngoscopes for the medics. Chief Smith asked for a motion to approve the purchase of the two video laryngoscopes from Bound Tree. The cost per unit is \$1,960. Trustee Searle made a motion to approve this action; Trustee Kosch seconded the motion.

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

Employee Update: Chief Smith stated there were three interviews last week for part-time firefighters, and asked for a motion to approve the hiring of the following part-time firefighters, effective upon successful completion of a background check and physical:

Derek Short - Firefighter/Paramedic

Anthony Mastracci, Firefighter/EMT - part-time - rehire

Owen Griffith, Firefighter/EMT - Basic

Trustee Searle made a motion to hire Derek Short, Firefighter/Paramedic; Anthony Mastracci, Firefighter/EMT; and Owen Griffith, Firefighter/EMT - Basic, upon the completion of a background check and physical; Trustee Kosch seconded the motion.

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

FLOOR: Dawn Wyne thanked Tom Shafer for allowing the Carroll Festival to use the Township barricades. She also thanked Trustee Kosch for mowing, flagging and doing culvert inspections in the Township.

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FROM THE TRUSTEES:

Trustee Searle stated that the OTA will have a template the Township can use regarding cyber security once it is done.

Trustee Searle asked for an update on the BZA Hearing transcription. Fiscal Office Kull stated it is due to the Township by the end of the week. The deadline is September 9, 2025, and it will be received prior to that date. Trustee Searle asked to be alerted when the transcript arrived.

Trustee Kosch asked Jeff Williamsen to include Trustee contact information when items are sent from Campaign Monitor.

Trustee Kosch asked why Trustee contact information when items are sent from Township. Trustee Kent Searle agreed.

With no further business to come before the Board, Trustee Searle made a motion to adjourn; Trustee Kosch seconded the motion.

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

The meeting adjourned at 7:05 p.m.