

RECORD OF PROCEEDINGS

Minutes of **Greenfield Township Trustees** *Meeting*

September 8, 2021

Held 6:00 PM

The Greenfield Township Trustees met in regular session at the firehouse. Trustee Cotner called the meeting to order and led those present in the Pledge of Allegiance. David Cotner, Lonnie Kosch and Kent Searle were present.

After each trustee reviewed the minutes from the Trustees' Meeting held on August 25, 2021, Trustee Cotner asked if there were any changes to the minutes. Trustee Kosch made a motion to approve the minutes as written; Trustee Cotner seconded the motion. Trustee Searle asked if the presented minutes were the minutes that included a correction by Trustee Searle earlier in the day by the deputy clerk (Page 7 - correcting the spelling of the name "James Mako"). He confirmed this correction was included in the minutes.

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

After each trustee reviewed the minutes from the Trustees' Meeting held on August 27, 2021, Trustee Cotner asked if there were any changes to the minutes. Trustee Searle made a motion to approve the minutes as written; Trustee Kosch seconded the motion.

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

After each trustee reviewed the minutes from the Trustees' Special Meeting on August 31, 2021, Trustee Cotner asked if there were any changes to the minutes. Trustee Kosch made a motion to approve the minutes as written; Trustee Cotner second the motion.

ROLL CALL: Cotner: Yes Kosch: Yes Searle: Abstained Motion Passed 2-1

FROM THE FISCAL OFFICER:

Fiscal Officer Wyne distributed financial reports.

- Fiscal Officer Wyne stated that the August Bank Reconciliation has been completed for the Trustees' review and signature.

- Trustee Cotner made a motion to pay the bills associated with warrants 34286 through 34310 and Electronic Debits 92-2021 through 101-2021 which are listed on the payment report; seconded by Trustee Searle.

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

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

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

- Trustee Wyne stated that the Township received a donation from the Bigham Family Reunion of \$170.00 for the Greenfield Cemetery. Tom Shafer will send a "thank you" to the Bigham Family.

- Fiscal Officer Wyne stated that the money has been deposited for the American Rescue Plan (ARP) in the amount of \$284,713.38. Fiscal Officer Wyne stated that she will not pay out of this fund until the projects

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have been approved by either the Prosecutor's Office or another legal counsel. A special meeting will be held on Monday, September 13, 2021 at 4:00 p.m. at the Administrative Office to start working on ARP for Greenfield Township

- Fiscal Officer Wyne stated that in the packet of information is a Complaint Procedure and Form that Fire Chief Smith created for the Township. With the approval of the Trustees this will be placed on the website. There was discussion on the complaint form and a few minor changes will be made.

- Fiscal Officer Wyne stated that the Refinancing of the Fire Station was a successful closure on September 3, 2021.

- Fiscal Officer Wyne advised that the Resolution of the Juneteenth holiday is still being worked on as, the Trustees never mentioned if Fire Chief Smith was to receive a floating holiday and if the part-time firefighters that worked on that day would be given time and half for those hours they worked. It was decided that Chief Smith would get a floating holiday and the part-time firefighters that work on that day would receive pay for time and half.

- Fiscal Officer Wyne stated that the meeting that was cancelled on June 14th by the Trustees to work on the OTARMA recommendations has not been rescheduled.

- Fiscal Officer Wyne stated that Doug ended the last pay period (9-4-21) with 69 hours. This is 11 hours over what he is permitted to work. Trustee Searle asked Tom Shafer why Doug was over hours. Tom advised he was doing Chip Seal and Doug Shaw was not able to work. Fiscal Officer Wyne stated that the township has yet to receive the signed contract from Liberty Township. Discussion followed on what could be done regarding individuals working outside of their allotted hours or changing the individual category. Trustee Searle made a motion to pay Doug Hughes the extra hours; Trustee Cotner seconded the motion.

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

- Fiscal Officer advised the Trustee that she contact Wendy French with OTARMA about the Zoning Inspector driving their own vehicle for their job. Wendy advised that the Zoning Inspector's personal auto policy would be primary and the township's would be secondary for any loss to their vehicle. She advised that the Township can not get liability insurance on a personal vehicle. She did say that it would be up to the township if they would require the individual to have a certain limit on their personal policy.

- Fiscal Officer Wyne stated that before she could do the resolution for the Zoning Inspector position we need to discuss a few things so it can be placed in the resolution. Discussion on what to include. Zoning Inspection will no longer receive a stipend for attending meetings and hearings. Zoning Inspection will be paid mileage since they will be driving their own vehicle to do inspections. A cell phone will be provided. It was stated that Kevin had a cell phone at one but it was Lonnie's old one and he would always get Road Department calls and the reception wasn't good where Kevin lives so it was discontinued. Jeff Bondurant has a township cell phone. Trustee Searle questioned why Jeff has the cell phone instead of Tom since he is the Road

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Supervisor. Tom stated Jeff always had one. Trustee Searle asked if he needed one and Tom stated no. It was decided that the phone number would need to be changed and the Zoning Inspector would utilize that phone.

- Fiscal Officer Wyne advised she has not received the drug test back on Caitlin Barbee. Trustee Searle asked when she could be appointed and Wyne stated when the drug test is received. Trustee Searle asked if we could make a motion to appoint Caitlin Barbee, Fiscal Officer Wyne stated a resolution needs to be done; however we could appoint as an interim until the drug test comes back as was done with Anne.

- Fiscal Officer Wyne inquired how the Trustees were going to pay Caitlin Barbee for being in the office working today with Trustee Kosch and Trustee Searle. Trustee Kosch stated he was in office before Kent to sign documents and no township decisions were made. Trustee Searle stated since he didn't attend the meeting with Caitlin it was his understanding that she would start after Labor Day; therefore, it was his misunderstanding and he didn't honestly know that Caitlin should not have been there. Trustee Cotner made a motion to hire Caitlin as an interim employee; Trustee Kosch seconded the motion.

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

- Fiscal Officer Wyne advised that Caitlin Barbee would need to resign from the Zoning Commission if they plan to appoint her as Zoning Inspector. Caitlin Barbee verbally resigned her position with the Zoning Commission effective September 8, 2021. Trustee Cotner made a motion to accept Caitlin Barbee's verbal resignation from the Zoning Commission effective September 8, 2021; Trustee Searle seconded the motion.

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

- Trustee Cotner made a motion to bring Anne Darling Cyphert on board effective September 8, 2021 to be an Consultant/Contractor to help Caitlin at the same pay she received when she was the interim Zoning Inspector (\$30.00/her); Trustee Trustee Searle seconded the motion.

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

ZONING DEPARTMENT:

Zoning Inspector Consultant Caitlin Barbee asked how her position on the Zoning Commission should be handled going forward. Trustee Searle stated he would email Kim Wickham to notify her of Ms. Barbee's new position. Trustee Searle emphasized that Ms. Barbee needed to be involved with both the Zoning Commission and the Board of Zoning Appeals. The Zoning Inspector is not in charge of the Zoning Commission, nor the BZA, per Ohio Revised Code. However, they need to coordinate their activities within the township business.

Ms. Barbee also asked about bonding. Fiscal Officer Wyne stated she would take care of that process, and will get her bonded tomorrow.

Ms. Barbee suggested she would begin her schedule with two mornings and two evenings per week as a temporary schedule. Trustee Cotner stated that would be fine to start with; however, there would need to be a set schedule at some point so it can be publicized on the website. Trustee Cotner also asked that once the building permits are issued, could she please include that information on the website. That would alleviate

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issues with community residents questioning whether permits have been issued. Discussion continued concerning what information is considered public record.

Trustee Searle asked Fiscal Officer Wyne about two checks for the same company, and the invoice amounts were not matching. These checks were for Reed Public Safety Equipment. Chief Smith explained that he and Fiscal Officer Wyne have been working on this issue. These invoices were for the South Central Power Grant the township received. It was for a certain amount to be spent. The original invoice was shorting the township by \$9.55. They are working on getting the invoice corrected. It is a more complicated process due to it being for a grant.

FIRE DEPARTMENT:

- **Community HeartWatch - Fairfield Medical Center:** Chief Smith reported he, Dr. Lazarus, and Teri Watson, both of Fairfield Medical Center, had obtained a grant through the Fairfield County Foundation for \$9,950. This will be used to replace AED's, pads and batteries throughout the county. They are currently looking into deficiencies in the county, e.g. churches that have AED's which need new batteries (\$300-\$500 to replace) or new pads (\$100+ to replace). They will also look at the need in county parks and recreation centers, as well as other entities.
- **FEMA Regional Grant:** Chief Smith reported he and some other chiefs are looking at applying for a FEMA regional grant. They have the verbiage prepared once the grant is open again. Greenfield will also be applying for the SCBA grant when it is open again (early October) and hopes to receive that grant this year. He found out part of the reason Greenfield did not receive this grant was because they wanted to replace broken, non-repairable equipment, and Greenfield's equipment still works. Greenfield did get funding (around \$47,000) for the compressors and cascade system. Once that decision is made, there will be a five to eight week window to have it installed.
- **EMS Grant:** Chief Smith reported the department had received a grant from the Ohio Fire & EMS for \$3,363.07. He and Fiscal Officer Wyne were working on determining what is available to help one of the firefighters who is currently in medic school to help pay for this training. Once that amount is determined, estimated between \$2,000 - \$2,500, they will bring this to the Board. He noted the part-time firefighter (the only one eligible) who is currently in medic school is working two or three part-time jobs. He also noted that everyone who had been helped with these funds has been able to get their medic card. They are asked to sign a document that confirms the funds the Township assisted them with, and also stating they will stay on with Greenfield for two years after receiving their medic card. He noted there were no eligible candidates last year, so funds were used to replace needed EMS supplies. Fiscal Officer Wyne asked if the funds for medic school are capped at \$2,000, what will happen to the remaining funds? Chief Smith responded that the funds can be used for supplies and equipment.

ROAD AND CEMETERY:

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- **ACD Track Loader Issues:** Road Superintendent Tom Shafer reported there had been issues recently with the loader. The parking brake was coming on for no apparent reason. The Company Wrench technician ran their software on it due to the code that was showing up, and said it was under warranty; they would put a new cap harness on it. However, after the work was done, a bill was received for \$2,300 (\$700 for the part; the remainder for labor). Tom spoke to the service manager, Kevin, about this issue, and he said he would refer it to his manager. Tom is waiting to hear from that person.
- **New Equipment Needed:** Tom reported there were some equipment needs to be considered in the future. This includes a new mower to replace the zero turn (cemetery) mower, and also a new truck - something around a one to one-and-a-half-ton chassis. It would be a good idea to get a plow for it, also. All the other township trucks require a CDL.
- **Staffing Concerns:** Tom asked about possibly having both Doug Hughes and Doug Shaw changed to a subcontractor status for the summer months in order to work more than 29 hours per week. The general consensus was that this would not be a workable solution. Discussion continued regarding possibly hiring another part-time employee, or a college or high school intern, potentially from Eastland-Fairfield Career Center. Steve Eversole also suggested working with the local trade school to find someone to work part-time.
- **Chip/Seal Project:** Tom reported the chip/seal was finished at Liberty today, and they have moved into Greenfield. He stated they are chip/sealing Brook Road. Trustee Cotner noted he had received a question about the chip/seal work on Brook Road from a resident, who was happy to see the work being done.

FROM THE TRUSTEES:

- **Zoning equipment returned:** Trustee Kosch asked if all items i.e. computer, keys, etc. had been returned from the previous Zoning Inspector. Fiscal Officer Wyne reported the keys had been left on the zoning desk in the office; however, they were given to the Interim Zoning Inspector. The Interim Zoning Inspector had reported that she had left them on the zoning desk; but they are now missing. Fiscal Officer Wyne had also told Kevin Yeamans he needed to return the computer to the township office, but she had not received it at this point. She has not contacted him again.
- **Trustee Meeting Schedule for the remainder of the year:** Trustee Kosch raised the issue of the meeting schedule for December, especially with year-end signatures needed, etc. Fiscal Officer Wyne also suggested rescheduling the November 24 meeting. Trustee Cotner suggested moving the meeting to Monday, November 22, 2021 at 6 p.m. at the firehouse. Trustees Searle and Kosch were in agreement. It was also discussed and determined that the December 22 meeting would be moved to Wednesday, December 29, 2021 at 6 p.m. at the firehouse. All were in agreement.

Trustee Kosch also questioned the meeting schedule on the website, as it still states the meetings will be held at 7 p.m. Fiscal Officer Wyne noted a new resolution will be brought to the next meeting to update and correct the meeting time to 6 p.m.

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- **Fisher Property:** Trustee Cotner stated the letter to the owners of the Fisher property at 1425 Coonpath Road was received on August 19, 2021. He noted a second resolution was needed to have Kull come out there to clean up the area around the house. Then, Chief Smith and the building inspectors can inspect to determine if it needs to be torn down. Trustee Cotner made a motion to approve resolution 2021 09 08 01 declaring a nuisance at 1425 Coonpath Road, and to hire Kull Excavation to clean out around the house for inspection of the house. Trustee Searle seconded the motion.

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

Trustee Searle asked if Trustee Cotner was going to contact Kull directly. Trustee Cotner said he would, and then he and Chief Smith would check out the property. He also noted the Fairfield County Engineer, Jeremiah Upp, said he would help in any way he could.

- **Heimberger Home Issue:** Trustee Cotner raised the issue of the property on Election House Road. Three complaints have been received regarding the resident running a business from his home. Trustee Cotner will make a visit to the home to determine if this is the case before a letter is sent.

- **TID Project:** Trustee Searle reported he had attended this meeting on August 26, 2021. They discussed the Far East Freeway Project - Route 70 and Taylor Road - which is a five million dollar grant project for the county. Also, there is a Refugee Road project, for which sixteen million dollars are allotted. They are both still in the planning stages.

- **Zoning Inspector Position Description:** Trustee Cotner made a motion to approve the revised Zoning Inspector position description. Trustee Kosch seconded the motion.

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

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 was adjourned at 7:47 p.m.