

RECORD OF PROCEEDINGS

Minutes of **Greenfield Township Trustees** *Meeting*
September 9, 2026 - Held 6:30 PM

1. OPENING AND ROLL CALL

The Greenfield Township Trustees met in regular session at the Firehouse on September 9, 2026. Trustee Jennifer Sitterley called the meeting to order at 6:30 PM and led those present in the Pledge of Allegiance.

Attendees:

- **Trustees:** Jennifer Sitterley, Lonnie Kosch, Dave Cotner
- **Fiscal Officer:** Angela Bichard
- **Zoning Inspector:** Jeff Williamsen
- **Road Superintendent:** Tom Shafer
- **Fire Chief:** Brad Smith

2. FROM THE FISCAL OFFICER

Purchase Orders and Financial Reports The Fiscal Officer presented for Board consideration Purchase Order 45-2026 for RD Holder in the amount of \$8,000.00 to address an exhausted balance, and Purchase Order 46-2026 for the Vision Insurance Plan in the amount of \$944.00.

Trustee Sitterley made a motion to approve Purchase Order 45-2026; Trustee Cotner seconded the motion. **ROLL CALL:** Sitterley: Yes; Kosch: Yes; Cotner: Yes. **Motion Passed 3-0**

Trustee Cotner made a motion to approve Purchase Order 46-2026; Trustee Kosch seconded the motion. **ROLL CALL:** Sitterley: Yes; Kosch: Yes; Cotner: Yes. **Motion Passed 3-0**

The Fiscal Officer presented the July and August reconciliation reports, financial reports, and the payment list including warrants 4253 through 4269 and electronic debits 207-2026 through 221-2026. Trustee Sitterley requested the record reflect her abstention from the "Company Wrench" line item within the July reconciliation report due to a potential conflict of interest.

Trustee Sitterley made a motion to approve the reports and payment list with the noted abstention; Trustee Cotner seconded the motion.

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

Resolutions

Resolution 2026-0909-01: Fund Transfer for Turnout Gear This resolution authorizes a transfer from the General Fund to the Fire Fund to facilitate reimbursement for turnout gear purchased by the General Fund on behalf of the Fire Department earlier this fiscal year. Trustee Cotner moved for approval; Trustee Sitterley seconded the motion.

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

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Resolution 2026-0909-02: Fund Transfer for Road Maintenance This resolution authorizes an adjusting entry transfer from the General Fund to the Road Maintenance Fund. This transfer is necessitated by a Shelly Company bill that was erroneously paid out of the General Fund and must be correctly expensed to the Road Maintenance Fund. Trustee Cotner moved for approval; Trustee Sitterley seconded the motion.

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

Resolution 2026-0909-03: Amending Appropriations for Salaries and Benefits This resolution amends township appropriations to consolidate elected official salaries and benefits into the General Fund. Specific fund adjustments include the General Fund (143,200.00), the Fire Fund (20,165.60 for turnout gear expenses), Road & Bridge Fund 2031 (2,600.00 for cleaning expenses), and Road Maintenance Fund 2192 (204,008.16) for the Shelly Company expense). Trustee Cotner moved for approval; Trustee Kosch seconded the motion.

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

Resolution 2026-0909-04: Amending Gasoline Tax and Fire Funds This resolution authorizes amendments to the Gasoline Tax and Fire Funds to increase appropriations for machinery and equipment. This is achieved by decreasing salary and benefit accounts previously used for elected officials and reallocating those funds to provide department heads with necessary spending power for upcoming purchases. Trustee Sitterley moved for approval; Trustee Cotner seconded the motion.

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

Resolution 2026-0909-05: 2026 Resurfacing Project Change Order This resolution approves a change order for the 2026 resurfacing project involving additional chip and seal work on Coonpath and Kaufman Roads. The change order increases the project cost by \$34,310.76, resulting in a revised total project cost of \$352,854.26. Trustee Sitterley moved for approval; Trustee Cotner seconded the motion.

ROLL CALL: Sitterley: Yes; Kosch: No; Cotner: Yes. **Motion Passed 2-1**

Audit and Budget Updates The Fiscal Officer reported that all requested documentation for the current audit has been submitted. The process is currently in the hands of the auditor's superiors, which is beyond the Township's immediate control. A draft of the 2027 budget was presented for review; the Fiscal Officer expressed a goal for Board approval by the end of September to meet the October filing deadline.

3. ZONING INSPECTOR

- Jeff Williamsen provided the following report:

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- **iWorq Software Implementation:** Testing of the public portal interface is ongoing with assistance from Jill Maiher. An official launch is targeted for October following a vendor user conference.
- **Auxiliary Dwelling Units (ADUs):** The Zoning Commission is evaluating code changes to allow ADUs. The proposal suggests a 5-acre minimum parcel size to ensure the land can accommodate two independent septic systems and two independent wells, as health department standards prohibit "hooking into" existing systems. A maximum size limitation of 1,200 sq. ft. is also under consideration.
- **Hildreth Rezone:** The Zoning Commission recommended rezoning the Old Columbus Road property to HB. A Trustee hearing is scheduled for September 29, 2026, at 6:30 PM. Trustee Sitterley noted she must abstain from this hearing.
- **Cybersecurity Session:** A Board of Trustees Special Meeting in executive session regarding cybersecurity was rescheduled for September 15, 2026, at 3:00 PM.
- **Permit Administration:** Clarified that permit numbers appearing as "unlogged" on public reports represent permits that have not been issued and remain unpaid; these are officially logged only upon receipt of payment.

4. ROAD AND CEMETERY DEPARTMENT

Operations and Maintenance Tom Shafer reported that while roundabout work has decreased overall traffic, new patterns have emerged on Ginder Road and Rainbow Drive. Collaborative inspections with the County Engineer will be conducted to ensure the Township is not "left holding the bag" regarding road deterioration. A 350-ton summer salt fill is scheduled, which will result in a significant upcoming invoice.

Equipment and Capital Projects

- **Vehicle Replacement:** Planning is underway to use Gasoline Tax funds for a new 3/4 to 1-ton cab and chassis truck to replace the aging unit currently used for cemetery maintenance.
- **OPWC Application:** An application for OPWC funding is being prepared for the Stringtown Road project. The current 8.5-foot diameter pipe and its 14-foot high sandstone headwall have buckled under recent "biblical rains." The project estimate is unclear as of yet, but the township would be required to pay a 26 percent match.
- **Sewer Project Restoration** Will Burns (Resident) and Tom Shafer discussed the restoration of Carroll Southern, Wendy, Bonita, and Carnes Roads following sewer construction.

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- **Compaction Issues:** Mr. Burns expressed concern that current compaction is insufficient for simple chip sealing. He recommended digging down 15 inches for proper base stabilization and full-depth repairs.
- **Drainage and "Bank Water":** Specific concerns were noted regarding water pouring out of the west side bank "like someone shot holes in a tanker truck." Ongoing efforts are required to tie in residential drains and resolve standing water issues at the corner of Wendy and Carnes Roads.

5. FIRE DEPARTMENT

Chief Brad Smith requested a motion to replace a 20-year-old rear bay garage door that has exceeded its service life.

Trustee Sitterley made a motion to approve the garage door replacement for \$6,485.00; Trustee Cotner seconded the motion.

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

Vehicle Replacement Pricing Estimates

Vehicle Type	Low Estimate	High Estimate
Medic Unit	\$356,917	\$388,000
Tanker (Rosenbauer Demo Units)	\$474,835	\$549,593
Chief's Truck	\$61,727	\$71,116

Chief Smith noted that demo units for the tanker from Rosenbauer will be available next year, potentially locking in 2024 pricing and avoiding multi-year wait times.

Training updates included the OFA driver simulator trailer currently on-site, upcoming extinguisher training at the Fairfield Career Center, and a Pulsara software demo with OhioHealth scheduled for September 23 to improve emergency medical communication. Three townships will be involved in this training: Greenfield, Basil and Bloom.

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6. FLOOR

Resident Dave Bichard reported the bats have been completely removed from the Community Center.

Resident Kent Searle, 5375 Coakley Road, expressed concerns regarding chronic flooding on Coakley Road. He reported that the 60-inch concrete culvert is inadequate for current flood levels, resulting in four feet of water in residential basements. Discussion followed regarding downstream sediment blockages near the old canal and the impact of the Havensport Road culvert replacement, which has increased the velocity of water flow toward Coakley Road.

7. FROM THE TRUSTEES

Trustee Sitterley highlighted the following **Four Key Dates**:

1. **September 11: 6:30 p.m.** Deadline for public comments on the Coonpath/Election House roundabout (County Engineer's Office).
2. **September 14, 6:30 PM:** CEDA Public Hearing at City Council Chambers.
3. **September 22, 11:30 AM:** Coonpath/Election House County visit and 2:15 PM vote at the County Commissioner's Office.
4. **October 1, 4:00 PM – 7:30 PM:** Grid Growth Open House at Crossroads Events Center.

Executive Session Trustee Sitterley made a motion to enter Executive Session at 7:23 PM with legal counsel present to discuss pending litigation; Trustee Cotner seconded the motion.

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

Trustee Sitterley made a motion to exit Executive Session at 7:57 PM; Trustee Cotner seconded the motion. **ROLL CALL:** Sitterley: Yes; Kosch: Yes; Cotner: Yes. **Motion Passed 3-0**

Post-Executive Session Business

- **Township Administrator:** The Board received a resume from Patrick Buzzard. The Trustees will reach out to schedule an interview.
- **Grants:** The Board is reviewing a Land & Water Conservation Fund grant opportunity from the ODNR (deadline October 30) for potential application toward recreational or waterway/flood prevention projects.
- **Insurance:** The Trustees plan to review the AFLAC cancer insurance policy and claim history to evaluate the continued benefit of the coverage.

8. ADJOURNMENT

Trustee Sitterley made a motion to adjourn the meeting at 8:00 PM; Trustee Cotner seconded the motion. **ROLL CALL:** Sitterley: Yes; Kosch: Yes; Cotner: Yes. **Motion Passed 3-0** The meeting was adjourned at 8:00 PM.

Signature: Jennifer Sitterley
Jennifer Sitterley (Oct 7, 2026 13:48:21 EDT)

Email: jsitterley@greenfieldtwp.org