

RECORD OF PROCEEDINGS

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

September 14, 2022 - 4:00 PM

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

After each trustee reviewed the minutes from the Trustees' Meeting held on August 24, 2022, Trustee Searle 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. ROLL CALL: Cotner: Yes Kosch: Yes Searle: Yes Motion passed 3-0

After each trustee reviewed the minutes from the Trustees' Meeting held on September 1, 2022, Trustee Searle asked if there were any changes to the minutes. Trustee Cotner 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

FROM THE FISCAL OFFICER:

Jane Baughn, Administrative Assistant, gave the Fiscal Officer's report on behalf of Dawn Wyne, who was not in attendance.

The August bank reconciliation has been completed and provided to the Trustees for their review and signature.

Trustee Cotner made a motion to pay the bills associated with warrants 34900 through 34921 and Electronic Debits 130-2022 through 140-2022 which are listed on the payment report; seconded by Trustee Kosch.

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 Purchase Orders; Trustee Cotner seconded.

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

Trustee Searle made a motion to approve Resolution 2022 09 14 01 for the following transfer of funds; Trustee Cotner seconded the motion:

\$474.75 from Fund 2191-220-190-0011 to Fund 2191-220-323-0303 for medic repairs.

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

Trustees signed a cemetery deed for Roy Chennels, Greenfield Cemetery, Lot 127, Sec. C, Grave 4.

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Trustees signed a cemetery deed for Clarence Thomas, Carroll Cemetery, Lot 186, Sec. E, Graves 1 & 2.

It was advised again that the groundhog holes need attention ASAP.

Also, Fiscal Officer Wyne will be emailing instruction on how to use Form Fire to enroll/sign up for insurance for those employees who carry health insurance with the Township.

FLOOR:

Jack Barr, 1642 Winding Oak Drive, stated that the rain breached the street again during the most recent big storm. He asked Tom Shafer when he would be able to come and clean out the debris/cattails that were causing the water to flood the road. Tom stated he would do it as soon as he could. Jack noted that he had tried to clean out the other side; however, the cattails have caused such a tangled mess, he was unable to get it cleaned out.

ZONING DEPARTMENT BUSINESS: Caitlin Barbee, Zoning Inspector, presented the following items:

2185 Rolling Hills Street: Caitlin noted the updated, proposed development plan had been received by the Trustees regarding this property, and Mr. Don Steen was in attendance. The property is zoned as Planned Rural Business district - PRB, and any amended plans will come before the Board of Trustees. She noted the Trustees had not had a chance to review the updated development plan; also, there is nothing in the Zoning Resolution that speaks about how this is handled procedurally or with a timeframe, or any subsequent hearings. Trustee Searle noted that Mr. Steen is not the property owner, so he questioned whether any decision could be made without the property owner bringing their updated development plan to the Board. Mr. Steen stated he would like to get the plan approved at the meeting, so the construction could get moving. It is changing from building four buildings to building one large building. Trustee Searle again stated his concern that once a decision is made by the Board, the property owner is locked in, and the plan must be followed to the letter. Mr. Steen confirmed that the property owner had approved the plan so he could present it to the Board. He noted the privacy fence, marked in blue on the second page, had been agreed to by them, as well. Additional discussion was held concerning the specific changes to the current plan, as presented. Mr. Steen stated there are 209 units there currently. Trustee Kosch asked about the timeline for starting and finishing the project, specifically the fence, since it had not been started from the last time Mr. Steen came before the Board. Mr. Steen stated they wanted to get started as soon as possible, and hope to complete the buildings and the fence all at the same time, around April - May. Broth Trustees Cotner and Kosch expressed their concern about making sure the privacy fence was installed, as planned. Trustee Searle expressed his concerns about

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the business becoming too big, and no longer being considered a business under the Planned Rural Business zoning district that it is in. Additional comments/questions, and specification answer by Mr. Steen took place.

Trustee Cotner made a motion to approve the Rolling Hills Storage Unit at 2185 for the climate controlled building, two other buildings for storage units, the gates and please put in the privacy fence.

Caitlin noted since the first time the Board signed the development plan, which is for a one-year period, she stated the code only has a three-year period from the acceptance of the amended plan. Mr. Steen stated that all of the work would be done at the same time in order to get it completed.

Trustee Kosch seconded the motion with the stipulation that a one-year completion date be added to the amended development plan. Mr. Steen stated he could add that stipulation to the plan at this time, or he could resend it to the Board.

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

1425 Coonpath Road: Caitlin reported the Fairfield County Department of Health meeting is this evening. Once they make the final determination that the property is no longer fit for human habitation, the title search can be initiated by Brosious. They also offered to draft the resolution. Caitlin recommended having them draft it so all of the proper procedures are followed, since this is the first time the township is going through this particular process. The Board was in agreement with this. Hopefully, the title search and draft resolution will be done and available for the next Board meeting.

Scott Lines - 3600 Havensport Road: Caitlin reported it appears Mr. Lines now has submitted everything she needs to move forward with an application for a zoning amendment on the property at 3600 Havensport Road. She will review it in depth to be sure there's nothing lacking. The RPC won't have it on their agenda until November (typically the first Tuesday of the month) due to their timetable. The Zoning Commission could then schedule it immediately after the RPC has moved on it. Caitlin noted the Zoning Commission does not have to accept the decision on the RPC when considering the application.

Zoning Inspector Position Opening: Caitlin noted there is nothing in the Zoning Resolution that requires the job opening to be posted in the newspaper, etc. It can be posted on the website, at the township office, the Carroll Post Office, and the firehouse in order to save money. Caitlin's last day is September 30, 2022, and the next Board meeting is September 28, 2022. The Board noted a special meeting could be held to conduct interviews in order to get someone in the position before Caitlin's last day. It was determined Caitlin will use the same position description to post and have it posted with a deadline of September 22, 2022 to submit applications, and hopefully have a

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special meeting on September 23, 2022 to interview and make a decision. There is one interested applicant at this time.

Zoning Commission Hearing Date: Caitlin noted the Zoning Commission had sent a letter to the Board regarding their recommendations to the B-1 and HB sections. A date needs to be set for the public hearing. Caitlin can get the legal notice to the newspaper tomorrow and it will publish on September 20, 2022. Then, the hearing could be set for the first week of October. It was determined to set it for October 5, 2022 at 6 p.m. at the fire station.

Zoning Officer Resignation: Trustee Searle noted the Board needed to officially accept Caitlin's resignation from the position of Zoning Officer. Her official letter of resignation has been submitted to the Board. Trustee Searle moved to accept her resignation; Trustee Cotner seconded the motion.

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

Trustee Cotner stated he had spoken with the neighbor to the Belcher's, Michael Frankhouser. Mr. Frankhouser stated he was running a business out of his garage two days per week. Trustee Cotner told him he could not do that. Mr. Frankhouser stated he would do whatever it took, so Caitlin has emailed him an application for conditional use. The Board of Zoning Appeals will need to hear the conditional use variance request. Caitlin reiterated that a conditional use application is up to the BZA's decision and is not guaranteed. She will copy the Board on the email when it is set for hearing.

Trustee Cotner had a complaint from Richard Elliot regarding Josh Oxley on Feldon Court. Mr. Elliot complained that Mr. Oxley was running a wood shop from his home and had advertised his items on-line. Trustee Cotner advised him he could not run a business from his home. Mr. Oxley stated he had not had much business and would stop this activity and take his information off the internet.

Trustee Cotner had also spoken with Edith Maus on Franchel Court off Coonpath who had called to complain that her neighbor's concrete driveway was washing stones and debris into her driveway when it rained/stormed. Tom Shafer had stopped at the residence to investigate the situation; however, there is nothing the township can do about the situation. It would need to be resolved between them and their neighbor. Trustee Cotner had attempted to reach her by phone to explain the situation, but was not able to speak with her. He will call her again to relay this to her.

Carroll Southern/Reserve at Farms Creek: Caitlin reported the weeds will be sprayed this week; possibly today.

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Farm Bureau Meeting Invitation: Caitlin had received a letter from the Fairfield County Farm Bureau regarding their upcoming meeting, and wanted to make the Board aware. The trustees also received this invitation.

Fairfield County Sheriff's Office: At this time, Deputy Minnear asked if there was any business to be addressed with the Sheriff's Office. The Board did not have business to bring to the Sheriff's Office. Chief Smith noted that Deputy Minnear had been instrumental in assisting at a fire emergency two weeks ago when a resident was trying to go back into the house to retrieve their cat. He was able to restrain the resident and keep him safe. The Board extended their appreciation for his service.

2185 Rolling Hills Street - additional items: Trustee Searle reiterated with Mr. Steen that the plan is good to go as written - and must be followed exactly as presented. If any changes need to be made, Mr. Steen needs to come back before the Board. Also, an application for a zoning permit will need to be submitted, and it will need to go through the county, as well.

ROAD DEPARTMENT BUSINESS: Tom Shafer, Road and Cemetery Superintendent presented the following items:

Mastic Sealing Done: Tom reported Justin Hines - J & A Construction - had completed the mastic sealing last week on Victor Road, Kull Road, and 98% of Greenfield Estates, and it looks good. He would like to move forward with having more mastic sealing done next year, and has more roads and subdivisions picked out to be done. He feels the performance of the mastic sealing is what the township needs. He presented the final bill from J & A Construction to be approved so the bill can be paid, once he writes up the paperwork for processing and payment. Trustee Searle moved to approve the payment to J & A Construction for the balance due in the amount of \$44,999.01 for the mastic sealing project; Trustee Cotner seconded the motion.

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

Trustee Searle asked if there were more roads that could be done this year. Tom will be talking with Justin Hines to determine if more can be done. Tom noted that structurally, the roads are good. There is some berming to do and some potholes to fill. The Road Department spent a lot of time on Rainbow Drive last week and this week getting the berms straightened up. Tom would like to reappropriate the ARP funds, as well as the carry-over money, to next year. Trustee Kosch also suggested asking Justin Hines if they can come back and seal some of the smaller cracks that didn't qualify for the mastic sealing, as this would help prevent them from getting bigger over the winter season with all the salt that is applied and the heavier traffic, especially Victor and Kull Roads. He also stated it would be good to complete the crack sealing in Greenfield Estates. This would make the work for next year easier. Depending on the weather and temperatures, this work may be able to be completed this year.

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Road Repairs: Tom reported the Department had been working on berm restoration on Rainbow Drive, as well as repairing the concrete headwalls on Old Columbus (part of the original Route 33), putting some dump rock around it due to erosion and soil loss.

Tom presented another bill in the amount of \$3,059.91 for Resources Unlimited for shop supplies, with the most expensive item being a case of 15W40 motor oil. Trustee Cotner moved to approve the payment of \$3,059.91 to Resources Unlimited for shop supplies, i.e. jumbo knit towels, 15W40 diesel motor oil, trash bags, etc. Trustee Searle seconded the motion.

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

Trustee Searle asked if the chip-seal work for Hocking Township was ever done. Tom responded that he had given them an estimate; however, they responded and said they would be taking care of it.

Trustee Searle asked if mowing would be continuing yet this year. Tom responded that Jim Reinheld has been mowing this week.

Trustee Kosch asked if Tom had completed any work at Carroll Knolls. Tom responded that he had borrowed a “push camera” from the Village of Baltimore, but had not had an opportunity to use it yet. The reach of the camera is approximately 100 feet.

FIRE DEPARTMENT BUSINESS: Chief Brad Smith presented the following items:

Part-Time Employee Interviews/New Hires: Chief Smith reported there were interviews held recently, and there are two candidates he wants to hire upon completion of successful background checks and physicals. The candidates are Noah Donley and Samuel Stanley. Noah Donley would be at the medic rate of \$13.50; Samuel Stanley would be at the rate of \$12.50 as an EMT - basic. They have their fire cards, as well. Trustee Searle moved to appoint Samuel Stanley and Noah Donley as part-time firefighters, pending their background checks and physicals, effective the first pay period after these requirements are met; Trustee Cotner seconded the motion.

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

Part-Time Resignation: Chief Smith reported part-time firefighter Theresa Inman had submitted her resignation, effective September 30, 2022, as she is moving out of state. Trustee Searle made a motion to accept the resignation of Theresa Inman, effective September 30, 2022; Trustee Cotner seconded the motion.

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

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Part-Time Pay Increase: Chief Smith had emailed information to the Board regarding his recommendation to increase pay rates by \$2 per hour for both part-time basics and medics. He noted the rate for basics in the surrounding counties (handout had been distributed with a rate chart) is \$14.09, and for medics, it is \$15.36. He is asking for the Board's recommendation on whether it is feasible. He noted it is feasible per the budget. Also, the union had given their approval, as this increase is within their pay scale. He stated the average hourly pay for the surrounding county firefighters is \$15-something for EMT basic, up to \$20/hour. Trustee Searle confirmed that Greenfield's firefighters are the lowest paid in the county. He also stated he'd prefer to table this until the Fiscal Officer is in attendance at the next meeting. Chief Smith and Lt. Reaves confirmed that Greenfield has the highest run volume in the county, having 250 more runs than Bloom so far this year.

Return to Work: Chief Smith reported Cpt. Spires is awaiting some additional medical results in order to determine his return to work date. There is discussion being held concerning having him return on light duty as an inspection officer. Lt. Reaves confirmed the Department is very far behind on the inspections being done, as there are multiple businesses to be inspected in the township, including stores and restaurants. Trustee Searle stated he is not in favor of a light duty return to work at this time. The consensus was to table the decision until updated medical documentation is received.

FROM THE TRUSTEES:

Trustee Searle asked about the decision from the Zoning Commission hearing regarding the B-1 zoning. He asked if the other Trustees had information about that issue for the upcoming hearing. Trustee Kosch had some documentation, and it was copied for Trustee Searle to review.

Trustee Searle also asked if Andrew Stevenson submitted suggested amendments to the Zoning Commission when he attended the recent hearing on the B-1/Election House Road property/extended stay hotel. He has not submitted any suggested changes to the Zoning Commission to this point.

Trustee Searle asked if there had been any further discussion at the last meeting about changing the scheduled November 23, 2022 Trustee Meeting, since it falls the day before Thanksgiving. Since it had not been discussed or changed, this issue was tabled until Fiscal Officer Wyne returns for the next meeting on September 28, 2022.

Tom Shafer had an issue to bring to the Board concerning permanent seasonal part-time employees working up to 40 hours per week. He noted Liberty Township has updated the verbiage in their job descriptions and policy, and been doing this for the past two years with no issues. This includes the Basil Joint Fire District part-time employees. Trustee Cotner asked Tom to get the verbiage being used to support this at Liberty, and the Board would review it to find out if Greenfield can do the same. Trustee

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Searle noted they would have the same legal advisor, Fairfield County Prosecutor's Office, as Greenfield Township, so it may be possible.

Trustee Kosch made a motion to adjourn the meeting; Trustee Searle seconded the motion.

ROLL CALL: Cotner: Yes Kosch: Yes Searle: Yes Motion passed 3-0
Meeting adjourned at 7:07 p.m.