

**RECORD OF PROCEEDINGS**

*Minutes of Greenfield Township Trustees Meeting*

September 23, 2020

*Held 7:00 PM*

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

After each trustee reviewed the minutes from the scheduled administrative hearing regarding Lt. Ryan Smith held on September 9, 2020 at 6:00 p.m., Trustee Kosch asked if there were any changes to the minutes. Trustee Searle 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 9 at 6:07 p.m., Trustee Kosch asked if there were any changes to the minutes. Trustee Cotner made a motion to approve the minutes as written; Trustee Searle seconded the motion.

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

Trustee Kosch made a motion to go into executive session to discuss personnel separation with the Prosecuting Attorney, Fiscal Officer Wyne and Chief Smith; seconded by Trustee Searle at 6:02 p.m.

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

Motion made by Trustee Cotner to come out of executive session; seconded by Trustee Kosch at 7:20 p.m.

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

Trustee Searle stated a retirement letter had been received from Lieutenant Ryan Smith. Trustee Searle made a motion to accept this letter as well as a separation agreement that he has signed effective October 3, 2020; seconded by Trustee Cotner.

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

**FISCAL OFFICER**

Fiscal Officer Wyne distributed financial reports

Trustee Cotner made a motion to pay the bills associated with warrants 33704 through 33747 and Electronic Debits 101-2020 through 103-2020 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 Purchases Orders and/or Then and Now Purchase Orders; Trustee Cotner seconded.

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

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Trustee Cotner made a motion to approve Resolution 2020 09 23 01 that states be it resolved by the Greenfield Township Board of Trustees to amend 2020 Revenue and Appropriations due to the money received for the Local Coronavirus Relief Fund. Revenue Fund 2272 was created previously in which Round 2 of the Coronavirus Relief Fund for \$14,863.21 received from the Fairfield County Auditor was placed. Appropriation Fund 2272 was created to pay for the items purchased for the Coronavirus; Trustee Kosch seconded the motion.

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

Trustees signed a cemetery deed for Daniel Thimmes - Carroll Cemetery, Lot 32, Sec. E, Graves 1.

Ohio Deferred Compensation now offers a Roth 457 option for our employees. The Roth 457 option gives employees the ability to contribute to post-tax accounts as well as traditional pre-tax accounts. Trustee Searle has asked me to set up a Roth Deferral with Ohio Deferred Compensation. I will need board approval. Discussion followed. Motion made by Trustee Searle to allow employees to invest in Ohio Deferred Compensation, either pre tax deferral or the Roth contributions; seconded by Trustee Cotner.

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

**FLOOR**

Nothing

**ZONING**

Kevin handed out fee and permit reports

Kevin stated he met with Roger Jones about putting a gravel pad down to put his camper on with a roof over it to protect the camper. Mr. Jones asked if when his brother and sister visited, could they stay in the camper. He told him that there is nothing in the zoning book saying he can't. Discussion on length of time staying in camper followed. Trustee Searle asked Kevin to explain to Mr. Jones the rules, i.e. – there can't be two residences on the same lot; a camper can't be a residence.

Trustee Searle asked if Kevin had the amended zoning book for the trustees to sign. Fiscal Officer provided the copy of the amended zoning book but there was discussion on how to incorporate the sign page into the book.

Kevin stated he was trying to email permit information to a resident and the email wouldn't send. The computer said it was sending but the resident never received it. Fiscal Officer Wyne stated she and Carla have had server problems since last meeting. We have had Spectrum out and also TCR to

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work on computer issues. TCR is going to write up a recommendation getting us off the server and for Microsoft 360 she thinks to network all the computers in the office. Chief Smith also explained a little about using Google Cloud.

Trustee Searle brought up compensation to pay Kim Wickham for making corrections to the zoning book. She stated she had over 87 hours working on the book. Trustee Cotner suggested \$250.00 or \$300.00. Trustee Searle said he would be good with no more than \$300.00. Discussion on how to pay, payroll check or warrant. Motion made by Trustee Searle to pay Kim Wickham \$300.00 by warrant out of the zoning fund; seconded by Trustee Kosch.

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

Trustee Searle stated that Kim Wickham told him the hearing the Zoning Commission had back in January, they have not approved those minutes. They had planned on approving them when they had a meeting for the property on Havensport Road but that went conditional use so there isn't a meeting on that. Trustee Searle asked what we want them to do, have a meeting to approve the minutes? Discussion followed on how to have the meeting, in person or Google Meets. If they have the capabilities to do it virtually, they could have it that way. If they can, have a virtual meeting or they will have to wait until we are open to hold a meeting. Fiscal Officer Wyne stated per the Prosecutor's Office, the Zoning Commission should meet to approve the public hearing and if not in person then via virtual meeting.

Trustee Kosch said the place on Old Columbus across from the vocational school is for sale down in the ditch where we were supposed to have the Health Department look at. But can he legally sell it since it has never been turned into a house nor had a permit? Discussion followed with the determination that he could sell it.

Trustee Kosch asked what is the minimum size for a lot to be sold. Discussion determined that you can sell any size lot, but the buyer should be aware of the rules for septic, setbacks, site distance, etc. Those smaller lots were grandfathered in prior to 1959 per Kevin.

Trustee Cotner stated he gave Kevin the paper that was written up on the inspections.

### ***FIRE***

Chief Smith stated he needs a motion from the trustees for the CPR device in the amount of \$14,881.40 which will come out of the COVID funds. Trustee Cotner made the motion for the purchase of \$14,881.40; seconded by Trustee Searle.

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

Chief Smith said he has gotten an estimate of \$5,000.00 to \$6,000.00 to purchase new uniforms for all 36 fire employees out of the COVID funds. This would allow them to have a change of clothes

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after a run involving possible Covid exposure, allowing the exposed uniforms to be washed. Fiscal Officer Wyne asked Chief Smith to get an approval from the Prosecuting Attorney on purchasing uniforms using COVID funds before it can be considered.

Chief Smith had a resignation letter from Joseph Donovan. Chief Smith stated that Donovan is resigning due to him not having enough time to fulfill the required hours at Greenfield. If he gets freed up, he would like to come back to Greenfield. Motion made by Trustee Searle to accept Joseph Donovan resignation effective 9-23-20; seconded by Trustee Cotner

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

Chief Smith stated he is still working on quotes on the septic system repairs. Discussion followed.

Trustee Searle asked if they need to go into executive session to discuss a light duty employee. Fiscal Officer Wyne stated that she doesn't believe going into executive session to discuss light duty meets a requirement for executive session. Reasons for going into executive sessions are: Employee discipline; Employment contract; Attorney consultation; Key strategic moves like mergers or acquisitions; Succession planning; Senior staff performance; Executive compensation; Future retirement plans for management; Executive performance; Compensation review; Personnel issues; & Peer-to-peer board discussions. Discussion followed and it was decided to stay in open session and not use names and avoid HIPPA violations. Trustee Searle stated there is an employee that had surgery and returned as light duty and was told an expected a date of return to full duty and that came and went a long time ago. Trustee Searle stated he was a supporter because the employee was injured on duty (3-27-19), extending him light duty, but even my patience have worn out on this now. Trustee Searle said he doesn't know how long we can keep a person on light duty as it has been nearly a year and a half. We don't have anything from a doctor saying when he is coming back to full duty. We did have an expectation of when we thought it would happen which was August 1, but that came and went. Chief Smith stated that between the doctor and Heather, he wasn't ready and in the past the employee had to pass a test from Heather who is our physical therapist in order to return back to service. Part of the delay was due to Covid and elective surgeries being cancelled because the surgery was supposed to happen in March. Chief Smith stated he has an appointment with Heather tomorrow and a doctor appointment that he believes on Monday. Trustee Searle said in his opinion we need to know when he is coming back from the doctor and a signature from the doctor when he returns stating he is able to return to full duty. He will need to provide something to us for our next meeting per Trustee Searle.

### ***ROAD***

Tom reported Jeff is mowing and has been mowing for about a week.

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Tom stated that South Central has started the security system, mounting cameras and running wire. We still need to get the TV monitor and brackets to mount. Tom will provide Dawn with the information need to purchase the TV monitor and brackets.

Tom stated that this week he has been at Liberty Township fog sealing and will probably finish out the week up there.

Tom said that Amy Smith on Havensport Road and Canal Street, by the old lock is concerned about the field behind her being for sale. Her concern is that a large development will go in there and will want to use Canal Street and those little streets to be the entry streets into the development. She has collected signatures as suggested by the county from residents around her to have the 300- or 400-foot stretch of Canal Street abandoned by the township. Tom told her he would bring this up at the meeting tonight for her. Discussion on other land around there, what the land touches and land abandonment and who owns what land followed. Trustee Cotner asked Tom to relay to her that till something happens because of previous land abandonment and easements and that any thing like that would have to come before the board, and he is not in favor of it. Kevin stated this is a good reason why Greenfield Township should have a comprehensive plan. Discussion followed about the cost of a comprehensive plan and the effectiveness.

***TRUSTEES***

Trustee Searle stated that Randy Henwood contacted him about a concern he had regarding trees to the north of his property. Trustee Searle will get with Tom Shaffer to review the inventory road property for Greenfield Township so that he can provide Randy with answer on who is responsible for the cutting of the trees.

Trustee Searle made a motion to adjourn; Trustee Cotner seconded.

*ROLL CALL: Cotner: yes, Kosch: yes, Searle: yes. Motion Passed 3-0*

Business concluded; meeting adjourned at 8:40 p.m.