

RECORD OF PROCEEDINGS

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

September 28, 2022 - 6:00 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. Trustee Searle introduced the new Zoning Inspector, Tom Erlenwein, who will begin his new position once all required paperwork is received/completed. Caitlin Barbee’s last day in the Zoning Inspector position is Friday, September 30, 2022.

After each Trustee reviewed the minutes from the Trustees’ Meeting which was held on September 14, 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

After each Trustee reviewed the minutes from the Trustees’ Special Meeting which was held on September 27, 2022 to look into replacing the Zoning Inspector, 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

FROM THE FISCAL OFFICER:

Fiscal Officer Wyne distributed the financial reports.

Trustee Cotner made a motion to pay the bills associated with warrants 34922 through 34943 and Electronic Debits 141-2022 through 145-2022 which are listed on the payment report; seconded by Trustee Kosch. ROLL CALL: Cotner: Yes Kosch: Yes Searle: Yes Motion Passed 3-0

Trustee Kosch made a motion to approve the Purchase Orders and/or Then and Now Purchase Orders; Trustee Searle seconded. ROLL CALL: Cotner: Yes Kosch: Yes Searle: Yes Motion Passed 3-0

Trustee Cotner made a motion to approve Resolution 2022 09 28 01 for the following transfer of funds; Trustee Kosch seconded the motion:

\$5,000.00 from Fund 2031-330-599-0000 to Fund 2031-330-323-0000 for repair and maintenance for the rest of the year.

\$10,000.00 from Fund 2191-220-190-0011 to Fund 2191-220-420-0203 for fuel purchases for the fire department for the rest of the year.

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

Trustee Cotner made a motion to approve Resolution 2022 09 28 02 which states **WHEREAS**, a petition to vacate a portion of public roads was received by the with the Fairfield County Board of Commissioners on July 25, 2021 and **WHEREAS**, the adjacent property owner desires to vacate a portion of public road, Alley in unincorporated Village of Havensport; **WHEREAS**, the viewing and hearing for the vacation of a public road were advertised and was held on August 30, 2022 at 8:00 a.m. and 10:30 a.m. with the Fairfield County Commissioners and **WHEREAS**,

RECORD OF PROCEEDINGS

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

September 28, 2022 - 6:00 PM

petitioned to be vacated was situated in the State of Ohio, County of Fairfield, and in the Township of Greenfield, Range 19, Township 15, Section 5. Being segments of one (1) unimproved road, an alley and platted area east of Lots 37 and 38 in the unincorporated village of Havensport as recorded in Plat Book 1, Page 24 (Exhibit A) in the Fairfield County Recorder's Office; and **WHEREAS**, the Commissioners desire to vacate the portion of Alley in the unincorporated Village of Havensport as described above was approved on August 30, 2022 THEREFORE, BE IT RESOLVED BY THE BOARD OF GREENFIELD TOWNSHIP, hereby affirms that the said property as stated above be approved a vacation request to vacate a part of a public road, Alley in unincorporated Village of Havensport, in Greenfield Township

Trustee Kosch seconded the Motion, and the roll being called upon its adoption, the vote resulted as follows:

Yea: Kent Searle David Cotner Lonnie Kosch

Nay: _____

Trustee Searle clarified that the vacation of the alley, which was on the east side of Havensport Road, was on an old plat from back in the canal days, and was not part of the Greenfield Township road inventory. It was not being used at all, and a group of neighbors petitioned the county to vacate it. It was approved by the county, and now by Greenfield Township.

Trustee Searle recognized the Sheriff Deputy in attendance at this time. He did not have any business to bring to the Board, and the Board did not have any items for the Sheriff's Department. Trustee Cotner noted he had been by the house on 158, and there were no cars parked in the front of the house; however, Zoning Inspector Barbee stated that she saw a line of refrigerators in the front of the property. This was also discussed at the Zoning Commission hearing the prior evening.

Fiscal Officer Wyne stated that Jim Reinheld was over his 58 hours for the pay period. He worked 58.25 hours. She advised that part-time employees are only permitted to work up to 58 hours in a pay period. Since policy was not followed, her signature on payroll will only acknowledge that hours were entered as submitted. Trustee Searle stated this has happened a couple of times. Trustee Kosch stated that they needed to get with Tom.

Fiscal Officer Wyne also questioned Tom Shafer's hours for Monday, September 5 since he failed to clock in but wrote his time in as 9:00 a.m. She stated that she contacted Tom to see how he came up with 9:00 a.m. and he stated that is when Dave Cotner/Sheriff Office called him. According to Tom's overtime slip he was called in for a down tree on Rauch Road by the Sheriff/Cotner. She advised she can account from approx. 10:15 to 11:11 since the camera system's time is off. She advised her signature on payroll will only acknowledge that hours were entered as submitted. Trustee Cotner confirmed he did call Tom in for the downed tree; however, he could not confirm the time of the call. Chief Smith confirmed the fire department got called out for the tree situation and they cleared the road for traffic until Tom could get there. He knew Tom had to get the backhoe there to get the tree removed from the roadway. Chief Smith thought it was around 9:00 a.m. when they were called out; the tree was on Rauch Road, almost to Pleasantville Road. It was discussed that Road Department employees get call back time, which amounts to 1 hour. It was stated that the timecard reflects the call back time of 1 hour.

RECORD OF PROCEEDINGS

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

September 28, 2022 - 6:00 PM

She distributed the timecards and asked each Trustee to review and compare each timecard. Trustee Kosch stated that it appears that someone is clocking everyone in. Trustee Cotner stated that they all must be standing in line to punch in and out for the day. Trustee Searle stated that if everyone is at work, he doesn't see that as a big deal. He asked why that makes a difference? Fiscal Officer Wyne stated that they are not standing in line to punch in, in the morning. Maybe at the end of the day but not in the morning! The timecard is supposed to be a true accuracy of when an employee is on the clock and when they are not and their signature on the timecard indicates that the time worked is accurate; otherwise they are falsifying their timecard. Trustee Searle stated if it is found that the timecard is not correct, that individual could be subject to disciplinary action up to termination. for falsifying their timecard. Fiscal Officer Wyne is once again requesting that the Road Department obtain a timeclock that is unique to each employee. Trustee Cotner stated that Fiscal Officer Wyne is bringing this up, as the township had issues in the past when an individual was clocking other individuals in when they weren't at work. Trustee Searle stated if an individual is late for work or not there, then that is an issue. Also, if individuals leave the premises when not in a work capacity, they need to clock out. Trustee Searle advised someone needs to get with Tom. Trustee Kosch advised he would like to look at the camera footage and asked Dawn to let him know when she would be in the office. Fiscal Officer Wyne stated she is trying to protect the township along with herself since she is responsible for payroll.

FLOOR:

Michael Frankhauser, 5458 Carroll Northern Road, brought his zoning violation issue to the board. He stated his neighbor turned him in for a zoning violation, stating he is running a business out of his farm. He explained he was in the process of building a building behind Tractor Supply when Covid hit, which decimated his plans. This forced him to begin using his carriage house on a part-time basis to keep up with business. Mr. Frankhauser submitted various facts and situations that have happened with and at his property since he purchased it, and how the neighbors have reacted. This includes them throwing debris on his property, threatening to sue him, mowing property that isn't theirs, etc. He noted they had built over the property line 20 feet onto his property within six months of him purchasing his property. He did speak with them and asked them not to do this; however, they insisted it was an easement. This includes building a basketball court with the basketball hoop being on his property, which he asked them to move, as well as a turnaround they built. These neighbors are calling Trustee Cotner every day to complain about Mr. Frankhauser and activity at the property. Mr. Frankhauser had also dealt with Spectrum and Columbia Gas because utilities had been run on his property and should not have been there - 15 feet onto his property. The utilities were eventually moved, at no charge to the neighbor, and then Mr. Frankhauser was turned in for a zoning violation by his neighbor. Mr. Frankhauser stated his neighbors have multiple cameras at their house that take multiple pictures of him/his backyard anytime he goes in his backyard.

After additional discussion regarding filing for a a conditional use zoning variance to potentially avoid a zoning violation, Mr. Frankhauser asked how long he had to make a decision about whether to pursue the application for a conditional use variance with the Board of Zoning Appeals vs. pursuing annexation of his property, including his 35 acres of property behind his house, into the Village of Carroll. It was determined he would have 30 days to do so, and he would need to follow-up in that period of time with the new Zoning Inspector, Tom Erlenwein.

RECORD OF PROCEEDINGS

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

September 28, 2022 - 6:00 PM

ZONING DEPARTMENT BUSINESS: Caitlin Barbee, Zoning Inspector, noted she had not submitted an agenda, but would review any outstanding business that she had to wrap up with the Board, as follows:

1425 Coonpath Road: Caitlin presented the following Resolution: 2022 09 28 03 - a Resolution providing notice of the intent to remove structurally defective, insecure, and unsafe structures owned by Rebecca L. Fisher and Deborah M. Fisher, property owners, located on Fairfield County Parcel Number 0130061100 in Greenfield Township, Fairfield County, Ohio. Once this is voted on and approved, the next steps will be sending notices and the resolution to the owners of record, and lienholders. She noted the title search is not back yet, per Brosious, who was contracted to perform the title search. If the title search comes back in the next couple of days, she will get those out, so this process keeps moving. Once the notices are sent out, the owners have 20 days to request a hearing with the Board of Trustees to contest the declaration. If no hearing is requested, the Board must render another decision, and adopt a second resolution authorizing the structures removal. After the Board adopts the second resolution, they may move forward with hiring a contractor to remove the structure. Once the resolution is signed, Caitlin will send it to the Fairfield County Land Bank.

Trustee Cotner made a motion to pass the resolution as presented regarding 1425 Coonpath Road NW, Fairfield County, Resolution Number 2022 09 28 03; Trustee Searle seconded the motion.

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

Caitlin again reviewed the next steps: a letter of notice, along with the resolution, will be sent to the owners, but the Township needs to wait on the title search to come back to make sure everyone is notified, as per the law. Then, they must be given 20 days to request a hearing before the Board; if no request is made, another resolution must be passed. After that is passed, the Township can move forward with hiring a contractor. Julie at Brosious said she could also draft the second resolution, and Tom Erlenwein will know when to bring that to the Board for approval.

Updated Zoning Fee Schedule: Caitlin distributed copies of the new proposed zoning fee schedule. She noted that the other townships she had spoken with were charging per square footage on residential structures. All structures in B-1, industrial, highway business, local business, planned rural business, special use and PUD - that was the rule anyway - total square footage. It was only on new single family residences where Greenfield Township was charging for first floor square footage only. Trustee Searle asked about the two different fees for swimming pools; this was for inground and above-ground swimming pools. Caitlin noted she had never had any permits for above-ground pools. She also noted that there have been a lot of questions about utility sheds, which must be 144 square feet or less. There can only be one, it must be to the rear of the principal structure, and it must meet all the setbacks. All of those rules are in the code.

She also noted that Bloom Township has the statement regarding the doubling of permit costs if work starts before the permit is issued; Trustee Cotner agreed that was the decision that had been made. Caitlin reiterated the main change was from first-floor to square footage charge on new residential structures only. She explained the previous code had listed the structures out; however, the application form only stated "first floor square footage". She had attempted to edit the application form; however, it was extremely difficult to edit and modify. It was determined the form can be edited at a later time, but the Board could vote on the proposed changes as

RECORD OF PROCEEDINGS

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

September 28, 2022 - 6:00 PM

presented. Trustee Searle moved to accept the proposed Zoning Fee Schedule as presented; Trustee Cotner seconded the motion.

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

Caitlin stated she would see that Tom Erlenwein has a copy in the office, as well as posting it on the website. Discussion continued as to the various versions of the zoning application form that are in packets, or in different links on-line, and the need for all of these to be uniform and updated, as an administrative function. Chief Smith stated that he and Fiscal Officer Wyne had updated the Fire Department's version. Caitlin also recommended that the Road Department's form for a culvert should be included with the single family home residential zoning application. Caitlin stated she would share the Bloom Township form with Tom Shafer, especially regarding their driveway installation requirements. (Trustee Kosch noted there were specific requirements for a county road vs. a township road).

4730 Wilson Road: Caitlin stated she has now been contacted by both the county and the Health Department concerning this property, which she estimated at approximately 65 acres. She asked if a Trustee wanted to go out to inspect as she would not be able to get there before her last day on Friday. The Health Department had inspected and said it was 100% business when they looked into it; the parking lot was full. The property owners are now wanting to build an additional pole building for more office space, but it is a residential property. Discussion continued as to the details of the history of the property, and ownership. Trustee Cotner stated that the new owners had contacted the township several years ago about running a business there, and they were advised that they needed to apply for a conditional use permit. Neither he nor Trustee Kosch had any recollection of the new owners applying for a conditional use permit. Caitlin was unable to find any documentation to show that this had occurred. She stated the business is Singleton Construction; however, it appears that it is owned by someone else and Singleton Construction is using the property/buildings. Trustee Cotner agreed that a letter needs to be sent to the owners regarding this issue, and it was determined that this will be done by Tom Erlenwein, the new Zoning Inspector.

Scott Lines' Property: Caitlin noted she and Mr. Lines had been communicating regarding the zoning issue. She stated that due to the code and the timing of the certified notice to the Zoning Commission, it also has to go to the RPC within five days. Then, the Zoning Commission has a period of 20-40 days to hold a public hearing. After communicating with Mr. Lines regarding the issue of the timing/deadlines, Caitlin will submit the zoning amendment application to the RPC on September 30, 2022, her last day, and then certify it to the Zoning Commission. Then, the RPC's next hearing will be on November 2, 2022. The 40th day will be November 9, 2022, so there will be another week to get it all in. Caitlin stated she would come in and assist with getting all the notices out so Tom Erlenwein can learn this process, as it is a lot of paperwork with the deadlines. Discussion continued as to the actual date of the Zoning Commission hearing, and Caitlin reiterated it would need to be November 7 or 8, 2022 (due to the Trustee Meeting scheduled for November 9, 2022) at the Township Office.

Trustee Searle confirmed the Special Trustee Meeting on October 7, 2022 at 2 p.m. with Brosious at the Township Office. Fiscal Officer Wyne confirmed that the meeting notice will need to be posted. Caitlin stated it would be best if Tom Erlenwein attend the meeting if he is hired by then.

RECORD OF PROCEEDINGS

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

September 28, 2022 - 6:00 PM

Trustee Cotner and the Board again expressed their appreciation for all Caitlin has done for the Township during her tenure as Zoning Inspector.

ROAD DEPARTMENT BUSINESS: Tom Shafer, Road and Cemetery Superintendent was not in attendance.

Trustee Searle asked why Tom was not in attendance. Trustee Cotner replied that he was doing work for his personal business in Chillicothe after he leaves at 3:30 p.m.

Trustee Cotner reported the Road Department has been berming, as well as cutting grass. He drove through the cemetery and said it looks nice; Fiscal Officer Wyne concurred and stated she would tell Doug Hughes the same the next time she sees him. Trustee Searle agreed.

Trustee Cotner also reported Tom asked him to tell the Board he would like to purchase a backpack blower for the cemeteries, and it would also be used by the Road Department. It would specifically help in the cemeteries since there have been residents complaining about grass being blown onto the headstones when the mowing is done. It was determined Tom could move forward with that purchase since it is under the threshold requirement for a motion or resolution. It was pointed out that the money should be split from both funds via a percentage - Road and Cemetery - if the blower will be used for both areas. Tom will need to indicate a percentage from each department for this purchase. Fiscal Officer Wyne reiterated these requirements were from the Auditor's Officer.

Trustee Kosch asked about any activity on the issue at Carroll Knoll. The camera hasn't been used there yet.

Fiscal Officer Wyne asked if the Trustees had any knowledge if Tom had submitted an invoice for the work done in Liberty Township in late August, as she had not received anything from Tom.

Jack Barr asked who was responsible for cleaning up a tree that had fallen in the cemetery onto the headstones on Brook Road. Jack noted the tree did not go into the road, but the tree is being cut up in pieces over time. Chief Smith noted that Doug has been cutting up the tree.

Fiscal Officer Wyne also addressed a subject from the last meeting regarding having the Road Department part-time employees working more than 29 hours per week. Tom had mentioned that Liberty Township had been doing this for some time with no issues, and the Board asked him to get the information/policy verbiage and bring it back to the Board for review, in case Greenfield Township could also accomplish this. Fiscal Officer Wyne noted she had recently attended a webinar where it was reinforced that part-time employees could not work more than 29 hours per week. It was noted that the fire department will be making changes to this rule for their part-time employees. Trustee Searle stated if Tom brings any information from Liberty Township as to how they are able to do this with their Road employees, the Board will review it and run it by the Prosecutor's office.

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

RECORD OF PROCEEDINGS

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

September 28, 2022 - 6:00 PM

Part-Time Employee Interview/New Hire: Chief Smith reported there was another interview held last week. The candidate he wants to hire upon completion of successful background check and physical is Ian Strait; he is a firefighter/EMT - basic. He would be hired at a rate of \$12.50. Trustee Searle moved to appoint Ian Strait as a part-time firefighter, pending background checks and physicals; Trustee Cotner seconded the motion.

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

EMA/Hazard Mitigation Grant: Chief Smith reported he had met with the EMA for a secondary meeting regarding hazard mitigation. Tiffany Nash is the person running the hazard mitigation program. There is a grant the county will apply for. The group is asking various groups for ideas of things to be included in the grant application. Chief Smith will respond on behalf of Greenfield Township and include the Village of Carroll. Ms. Nash will be developing a resolution with Amy for the townships to adopt. It has the potential to be eligible for government funding. He stated this could possibly be used for the Mt. Zion flooding issue. Chief Smith had also reported to the group that Bloom Township has a tornado siren that needs updated/fixed; and the Village of Carroll needs water lines updated/fixed.

Return to Work: Chief Smith reported Cpt. Spires has been released by his doctor to full duty. He will be conducting a return to work test October 5, 2022. Heather, who is the physical therapist who conducts the Greenfield return to work tests, will be the person to sign off in determining if he passes the return to work test. Chief Smith stated that Heather also conducts the return to work testing for Violet Township. Fiscal Officer Wyne asked that the return to work statement and test results be submitted to the office for the file.

Part-Time Pay Increase: Chief Smith stated the subject of increasing the part-time firefighter rate by \$2 per hour had been tabled from the last meeting. Trustee Searle confirmed that he wanted the Fiscal Officer's input into the discussion. Fiscal Officer Wyne confirmed that the budget could support this increase through the end of the year. She stated that she and Chief Smith have discussed the situation and are trying to work together to come up with a plan for increases/initiatives. Discussion continued regarding potential incentives that could be used, such as a dollar amount (\$50?) for those who voluntarily fill open shifts. Fiscal Officer Wyne noted that she had spoken with other Fiscal Officers who noted the same issue within their Fire Departments. Chief Smith went on to explain the "open shifts" that are occurring, and the scheduling that is done. He noted this is an issue county-wide. Trustee Searle moved to increase the paramedic and non-paramedic part-time positions by \$2 per hour; Trustee Cotner seconded the motion.

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

Chief Smith confirmed with Fiscal Officer Wyne that this would be effective with the beginning of the next pay period (10-2-22). He also confirmed, when questioned, that paramedics and non-paramedics will have a \$2 per hour increase.

Community Event Participation: Chief Smith reported the Department participated in the following events or will be involved in upcoming events:

- 9/11 Tribute at New Life Christian Church on 9/11/2022

RECORD OF PROCEEDINGS

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

September 28, 2022 - 6:00 PM

- Donation received last week from State Farm Insurance for fire prevention materials; the Department attended a meeting there
- Bloom Carroll Marching Band Competition last weekend - the Department attended to provide EMS services, if needed
- Fire extinguisher training is being conducted tomorrow at the Career Center for the nursing students, and a couple of other areas were added to the training, as well
- Sunday, October 2, 2022 at Outerbelt Brewery - the Department will participate in the event "Evie Boo at the Brew" - a foundation which raises money in memory of a young girl who passed away a few years ago due to meningitis; the event will include a scavenger hunt and touch-a-truck
- Little Shepherds Preschool - fire safety education will be conducted next week for Fire Safety Week

Caitlin Barbee stated that she and Chief Smith had a discussion last week about the wrestling events that were being held at the Outerbelt Brewery, and whether the township may want to look into having them apply for a limited event permit; she noted other townships require this sort of permit. It remains to be seen how many events they will be scheduling in the future. Chief Smith noted he and Lt. Reaves had met with them to make sure everything was safe. They also asked the building owners to notify the Department when events were being held.

Trustee Searle stated Local 4422 had reached out about beginning contract negotiations since the contract expires at the end of the year. He asked that the union representative pick some dates in order to begin these negotiations as soon as possible. Fiscal Officer Wyne also asked for a list of sections/items up for bargaining.

FROM THE TRUSTEES:

Trustee Searle stated the Board needed to enter Executive Session in order to discuss compensation issues, and made a motion to do so; Trustee Cotner seconded the motion.

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

The Executive Session was entered at 7:39 p.m.

Trustee Searle made a motion to come out of Executive Session; Trustee Cotner seconded the motion.

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

The Executive Session ended at 7:57 p.m.

Trustee Searle noted the Board discussed compensation issues, with no decision made at this time.

Caitlin Barbee asked the Board how they wished to handle the transition from her resignation - last working day Friday, September 30, 2022 - until Tom Erlenwein has all test results and background check information in the office and can officially begin his duties. It was determined that Caitlin will leave a voicemail greeting which states the Zoning Officer position is in transition, and someone will return the call as soon as possible. It was noted if there is a true zoning emergency, residents would contact a Trustee.

RECORD OF PROCEEDINGS

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

September 28, 2022 - 6:00 PM

Caitlin also noted she will assist with password changes, etc. once he is on board. She will also give Tom her township phone and her key to the office. Fiscal Officer Wyne noted that Tom would not be able to get into the building until a security code is set-up for him until the background and drug test have come back and an effective date is set..

Trustee Cotner 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 8:01 p.m.