

RECORD OF PROCEEDINGS

Minutes of Greenfield Township Trustees Meeting

September 9, 2020

Held 6:07 PM

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

After each trustee reviewed the minutes from the meeting held on August 26, 2020, 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

FISCAL OFFICER

Fiscal Officer Wyne distributed financial reports

Trustee Cotner made a motion to pay the bills associated with warrants 33713 through 33727 and Electronic Debits 90-2020 through 100-2020 which are listed on the payment report; seconded by Trustee Kosch.

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

Trustee Kosch 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

Fiscal Officer Wyne advised that Kevin submitted mileage to her regarding recent inspections. She asked the Trustees for clarification on paying the mileage each time she does checks, once a month or what. The Trustees told her to discuss payment options with Kevin and see what he prefers.

Trustee Cotner made a motion to approve Resolution 2020 09 09 01, transfer \$1,836.00 from fund 1000-110-599-0000 (Other Expenses) to fund 1000-420-370-0000 (Payment to Another Political Subdivision); transfer \$18,000.00 from 2191-220-230-0000 (BWC) to 2191-220-221-0000 (Medical/Hospitalization); Trustee Kosch seconded.

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

Trustees signed a cemetery deed for Geraldine Hawkes - Carroll Cemetery, Lot 183, Sec. E, Grave 3.

Fiscal Officer Wyne stated she has received the two tapes (Manager Version and Employee Version – Training for a Harassment-Free Workplace and the Employee Version) that were borrowed from OTARMA. She asked the Trustees if all employees are required to be trained and how do you want this done. All employees will watch the video on company time and on a computer.

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South Central Power was in and provided a quote for security system for the building which would include 6 cameras for a cost of \$2,500.00. The township would also need to purchase a 24-inch HD TV, which we could purchase anywhere. Tom Shafer explained where the cameras would be located. Discussion on the system followed.

Trustee Cotner made a motion to purchase the security camera for \$2,580.00 and a 24" HD TV, seconded by Trustee Kosch.

ROLL CALL: Cotner: Yes Kosch: Yes Searle: Stated he would like to have some discussion before we vote. Trustee Searle questioned the TV part and asked if it could be hooked up to a computer monitor. He was told they recommended a TV as the picture would be clearer and it would be a lot cheaper than a computer monitor and we don't have a spare monitor in the office. Discussion followed on TV prices.

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

Trustee Cotner made a motion to purchase a 24" HD TV up to \$400.00; Trustee Searle seconding.

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

Trustee Kosch asked if that would have a battery backup or hook to the generator. Tom said he didn't see why not.

Fiscal Officer Wyne spoke with Trent Dunlap with HR Butler on the Time and Attendance portion of our current payroll system. He provided a quote for a physical time clock at \$1,094.50 per clock. Warranty if township wanted is \$21.33 a month per clock and the service for the time keeping would be \$85.00 per pay period based on 50 employees. Fiscal Officer Wyne stated that the Road Department and her assistant are the only ones that currently clock in and out. Fiscal Officer told Chief Smith he would not have to process payroll, that it would be automatically figured with this system. Discussion about this system followed verses the way it is done now. Chief Smith indicated that Bloom Township doesn't have to clock in and out! Chief Smith advised that the Fire Department doesn't have any attendance or payroll issues. He advised he felt it was a waste of money. Trustee Searle asked Chief Smith if they have roll call every morning in which Chief Smith stated yes. Trustee Searle was ok with the roll call procedure. Fiscal Officer Wyne stated that she would continue signing payroll but advised it will be noted on payroll that her signature acknowledges payroll was entered per time sheets submitted. It does not indicate that the hours are accurate as she has no way to know.

Fiscal Officer Wyne stated that she was advised that the township is eligible to receive an additional \$14,863.21 of CARES Act money. As of the date of this email, we have not exhausted the first round but wanted to see if additional equipment/supplies were needed. Chief Smith stated he could purchase an additional CPR machine for the other truck. He has checked and it is justified to use the CARES Act money.

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ZONING

Kevin was not in attendance.

FIRE

Chief Smith stated the septic system is having issues. One of the breakers failed and it has been fixed, but EC Babbert stated they could not work on the leaching system. Chief Smith will get with Tom to find out about other resources for this repair which will be costly which will be at least \$30,000.00. Discussion on the problem, possible repairs, the type of system, etc. followed.

Chief Smith stated he is still working on Covid purchases for the township with Dawn.

Chief Smith stated that Fairfield Medical Center typically has a dinner for all the EMS personnel in the county but due to Covid it has been cancelled. FMC contacted Chief Smith letting him know they are receiving an award for the fastest department in the county outside the city limits to have a patient “fixed”, which they call door to bloom time. FMC will come to the station and do a presentation and take pictures and there will probably be something in the paper.

ROAD

Tom stated chip seal in completed and feels things went well. He is working on getting the figures together. Liberty Township is still wanting me to come up and do some fog sealing. At most it will be 2 days.

We started another round mowing roads today and there was a gas line hit on Carnes Road across from Jennie Drive. The side mount road mower smacked it, Jeff called and told me he had hit it, it was a high-pressure line and it got shut down. TC Energy told Tom that he did everything perfectly by following protocol exactly. It was noted it was Wendy Drive, not Jennie Drive.

TRUSTEES

Trustee Searle asked why there were so many complaints on mowing the road this year, stating he has had some many complaints. Tom explained that they lost a full-time employee. Discussion on hiring a company to mow the cemeteries and cost followed. There was discussion on trying to hire someone for next year and ideas how to find someone. Trustee Kosch suggested keeping a log of what was done each day so we can explain to residents.

Trustee Kosch stated he had someone ask him why there are trees growing in the ditches around Bonita Drive.

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Trustee Searle stated he sent out the zoning book update to everyone and wanted to check with Kevin on this and wondered if it is ready to re-print.

Trustee Searle stated that the last BZA minutes on the website are from 10-6-2017. Fiscal Officer Wyne stated she had sent an email to have them posted the ones she did and wondered where they had been posted.

Fiscal Officer Wyne asked how long do we keep the minutes left on the website. No decision was made.

Trustee Cotner asked about #3 in the zoning book saying the zoning inspector needs to inspect all phases of construction. Trustee Searle said he is only responsible for the zoning inspection.

Chief Smith wanted to re-confirm that Ryan Smith is to still be on paid administrative leave. The trustees all agreed.

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 7:27 p.m.