

RECORD OF PROCEEDINGS

Minutes of **Greenfield Township Trustees** *Meeting*
October 12, 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.

After each Trustee reviewed the minutes from the Trustees’ Meeting which was held on September 28, 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 a Public Hearing which was held on October 5, 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 Special Trustees’ Meeting which was held on October 7, 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:

Fiscal Officer Wyne distributed the financial reports.

Fiscal Officer Wyne advised the September Bank Reconciliation had been completed and was given to the Trustees’ for their review and signature.

Trustee Searle made a motion to pay the bills associated with warrants 34944 through 34958 and Electronic Debits 146-2022 through 157-2022 which are listed on the payment report; seconded by Trustee Cotner. 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 Kosch seconded. ROLL CALL: Cotner: Yes Kosch: Yes Searle: Yes Motion Passed 3-0

Trustee Cotner made a motion to approve Resolution 2022 10 12 01 for the following transfer of funds; Trustee Kosch seconded the motion:

\$5,000.00 from Fund 2191-220-190-0011 to Fund 2191-220-319-0000 for Change Health Care fees for the rest of 2022. ROLL CALL: Cotner: Yes Kosch: Yes Searle: Yes Motion Passed 3-0

Fiscal Officer Wyne stated that Caitlin Barbee was over allocated hours. She had 35 hours for the pay period ending 10-1-22. This was due to her trying to get work done before her last day of 9-30-22.

Fiscal Officer Wyne stated that she has been advised that the township’s health insurance will be going up 35.6%. Jim Organ stated he would be in touch once he gets information available on other insurance plans. She noted that other townships are finding their health insurance rates going up significantly, as well. She had planned for a 24% increase in the budget.

RECORD OF PROCEEDINGS

Minutes of

Greenfield Township Trustees

Meeting

October 12, 2022 - 6:00 PM

Fiscal Officer Wyne asked if everything is complete for the new sewage line and all paperwork has been filed for the Civic Center. Trustee Searle advised he had taken the permit to the Village of Carroll, and he was told to give the paperwork to the contractor. He called the contractor who told him to give it to James, the head of the Road Department, which the Village representative did. Trustee Searle noted the work has already been done.

Fiscal Officer Wyne stated that Doug Shaw came into the office on October 3, 2022 to resign from his position as part-time Road Worker. Trustee Searle made a motion to accept Doug Shaw's resignation effective immediately; Trustee Cotner seconded the motion.

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

Fiscal Officer Wyne stated she would need a motion to approve Resolution 2022 10 12 02 the Zoning Inspector's position description with an effective date of 10-12-22. The change to the position description was to change from four days of work with two days of work in the morning and 2 days of work in the afternoon/evening to three days of work per week, with two days of work in the morning, and one day of work in the afternoon/evening. Tom Erlenwein advised he doesn't know if that is going to be enough hours. Trustee Searle made a motion to accept the Zoning Inspector's position description as written; Trustee Cotner seconded the motion.

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

Fiscal Officer Wyne noted that the change of the November 23, 2022 meeting has been tabled several times. She asked the Board if they had an alternative date in mind. After discussion it was decided to change the meeting schedule to Wednesday, November 30 at 6:00 p.m. at the firehouse.

Fiscal Officer Wyne reported that for payroll ending 10-1-22, she will not be signing payroll since an individual's timecard is not accurate. She advised that Trustee Kosch verified the information on camera on October 6, 2022 and also reviewed the timecard. She stated that she also made a notation on the payroll sheet.

FLOOR:

Kenneth Ruetsch, 1227 Carroll Southern Road, spoke from the floor. He stated he and his wife have been working through three Zoning Inspectors to try to get the proper permits to build their house, and have been unable to do so. He has concrete being poured on Thursday and is being told he cannot get his permit. Tom Erlenwein, Zoning Inspector, explained that the current application is incomplete, as of today at 3 p.m. when Mrs. Ruetsch brought it to the office. Discussion continued regarding the variance that the Ruetsch's had applied for previously. Tom explained he had emailed the Ruetsch's builder as of this afternoon, sent a copy of the site plan, what the setbacks are, and explained what was needed. He also stated that the well and septic permits that were needed were for the variance, not for the building permit itself. Tom shared a copy of the drawing the builder sent to him today with the Board. This was not attached to the original permit app. and is a rough drawing that does not clearly delineate the setbacks for the new structure. There needs to be a drawing submitted that shows the required information, setbacks, etc. When Tom communicated with the builder today, they said they would get a plat from the county auditor's website and use that to show the setbacks, side yards, and clear up any ambiguity as to where the structure will be located on the property. There is a completed application in the office with one minor item that needs to be corrected, but needs the actual

RECORD OF PROCEEDINGS

Minutes of **Greenfield Township Trustees** *Meeting*
October 12, 2022 - 6:00 PM

drawing with setbacks and details in order to finalize processing of the application. The well and septic permits were submitted with the original application. Tom reiterated that only one more check is required, which is for the permit for the house that is being built. They have already paid for the variance for the permit for the barn.

Mr. Ruetsch stated they had a miscommunication as to what was required for the house, as they thought the building permit was already in process. Otherwise, they would have had all their documentation and a check submitted. He asked what amount he should write a check for. Tom advised that no permit can be issued until all of the information is received and reviewed. Trustee Cotner advised him not to write a check until the permit is ready to be issued.

ZONING DEPARTMENT BUSINESS: Thomas Erlenwein, Zoning Inspector, reported on the following items:

Residential Hotel Permit Application: Tom reported he had confirmed, per the site plan, that the application is based on five lots, rather than three, as he initially thought. He is planning on sending the owners an email to inform them that five separate applications are required - one for each lot. Trustee Searle noted that although the Board does not direct the Zoning Inspector on how to proceed, they do agree this is a good idea. Trustee Cotner stated that they also need to have a traffic study conducted. Trustee Kosch explained this would happen automatically after the original plan goes through RPC - Regional Planning Commission - which Fairfield County is a part of. Tom will be sending the email tomorrow.

Permits List: Trustee Searle stated that Caitlin had typically updated the Board on permits that had been issued in the township since the last Trustee meeting. Tom stated he had only issued two permits to this point, and confirmed he is familiar with the spreadsheet to track these, as well as the process for getting these to the website coordinator, Web Chick, to get them posted to the township website.

ROAD DEPARTMENT BUSINESS: Tom Shafer, Road and Cemetery Superintendent, was not present at the meeting; however, Trustee Searle had spoken with him, and Tom gave him the following items to report:

- Footer frames have been made and footers are ready to be poured, but he cannot get concrete until October 19, 2022.
- The backpack blower has been purchased and it is working well to keep the grass off the headstones.
- Berm has been cut and more gravel has been placed on the berm on Stringtown Road.
- Cemeteries continue to be mowed and graves have been leveled with topsoil and seeded.
- Mowing on the roads was finished last week.
- Additional berming and ditching work will be done in the coming weeks/months.
- He spoke with Dawn regarding paying for half the cost of a new copier, as the general fund is low. Dawn explained that the copier has been having more issues, especially with making duplex copies. She spoke with Adam at MOM, who advised a new copier is not needed at this time; however, we should look into how long any replacement parts will be available in the future. She also noted the humidity in the office affects the paper, which causes more problems with jamming the copier, but a dehumidifier was purchased and is in the storeroom to help with this.

RECORD OF PROCEEDINGS

Minutes of

Greenfield Township Trustees

Meeting

October 12, 2022 - 6:00 PM

- He has not had any update from the company who was coming back to do the crack/sealing. He will contact them again to make sure the township is on the schedule for the fall/winter. The Board had asked him to get the cost for completing the crack/sealing of the roads, and also how much longer into the season it can be done. It can be done as long as the pavement is dry.
- Tom wants to be sure any unused Road money is carried over to next year, including ARP funds. Fiscal Officer Wyne advised that ARP funds cannot be carried over; Tom needs to include these funds in his budget for the next year. The estimated budget is reviewed in the fall each year to prepare for the next year's budget.
- Dawn advised that she had bills where Tom had completed the documentation and returned to her from May 2022 for cold mix from SC Construction. She stated a motion needed to be made to pay this bill for up to \$6,000 - a combination of three bills. Trustee Searle made the motion to pay SC Construction up to \$6,000; Trustee Cotner seconded the motion.
ROLL CALL: Cotner: Yes Kosch: Yes Searle: Yes Motion Passed 3-0
- The Board noted there hasn't been an update on any further activity at Carroll Knolls, Kincaid, or Election House Road.
- There has not been any invoice submitted for the work done by Liberty Township. Dawn stated she wanted to get this processed and completed before the end of the year. Trustee Cotner advised he would call Tom on his way home to inquire about this issue.

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

Community Activities:

- Outbelt Brewery - Boo at the Brew
- Little Shepherds Preschool - two-day fire safety week; several texts were received thanking the Fire Department for their work and involvement
- EMA - There was a tabletop hazard event that Brad attended. It was eye-opening to see how much more assistance is needed in the fire service if a large event were to happen. He'll be working with the EMA to determine a better plan of action if a large event were to occur.

Future Planning: Chief Smith reported he and Cpt. Spires met with FirstNet, internet provider for the Department, to determine options to having better service in the medics and equipment when the new county-wide software is installed. The county commissioners have approved this software county-wide. It will improve the dispatching and communication. They will provide the software and some equipment, so he is looking into how to incorporate this equipment onto the township trucks. He is looking into some grants, and trying to do some planning, even though the software won't be in effect until June of 2023.

FEMA Grants: These grants will be coming to an end as of the end of the month, so it doesn't appear that GTFD will be getting any grant money. Brad will be talking to other departments to find out what worked well for them, and GTFD will be reapplying for next year for CVA's, a tanker, and to improve staffing.

Turkey Supper: Trustee Kosch asked if the Department was planning to hold the Community Turkey Supper. Brad stated it had been discussed; however, due to staffing levels and run volume, it was decided that the Department will hold off on having this event this year.

RECORD OF PROCEEDINGS

Minutes of

Greenfield Township Trustees

Meeting

October 12, 2022 - 6:00 PM

He noted with the recent pay increase, the word has gotten out, and he anticipates two new applicants may be applying in the coming weeks.

FROM THE TRUSTEES:

Time Clock Issues: Trustee Kosch stated he had spoken with Tom, and he will be working with James with the security company to get the camera in sync. Currently, the timeclock and the security camera are not in sync. Fiscal Officer Wyne explained that due to FLSA (Fair Labor Standards Act) rules, the employees cannot clock in any earlier than six minutes prior to their starting time. Trustee Kosch was advised by the security company that the camera has a battery back-up if the power goes out, but apparently it isn't working. They will be coming to the office to correct this.

Fiscal Officer Wyne also stated that the alarm in the front office is beeping every night at 9 p.m., but there isn't any reason for it; there are no doors open to cause this. Trustee Kosch stated he would advise the security company of this, as well.

Incorrect Road Department Time Cards: Fiscal Officer Wyne advised she will not be signing payroll for Pay Ending 10-1-2022 due to an employee being gone from work for 45 minutes during the work day, and not clocking in and out. This was confirmed by the security camera, and Trustee Kosch had reviewed the camera footage, as well. Trustee Searle stated this would need to be addressed with Tom Shafer, Road & Cemetery Department Superintendent. Trustee Cotner said he would speak with Tom about this issue, in addition to discussing the Liberty Township bill with him. Trustee Searle stated he had spoken to Tom a few days prior to reiterate that the timekeeping and payroll reports need to be accurate. Tom reassured him that it was.

Discussion continued as to the question of the clock-in time for the callback hours that were in question when Tom was called by Trustee Cotner to come in due to a tree down in the road. This was on the holiday, Labor Day, 2022. Tom did not clock-in when he arrived, but rather wrote in the time as "9:00 a.m." which was the time Trustee Cotner called him. His arrival time on the security camera was 10:23 a.m. Trustee Kosch advised him he should have clocked-in when he arrived, and noted on the timecard when he was called, and the travel time. He also confirmed that the security camera is off by nine minutes, and the time clock is off by five minutes to the actual time. Trustee Cotner noted that the Road Department gets paid for travel time when they get called-in - one-half hour to come in; one-half hour to return home. Trustee Searle stated this was an unusual situation since Tom was over an hour away from the office, and not coming in from home. Because of that, he felt that Tom should be paid for that, and Trustee Cotner agreed. But - they agreed Tom should have only added a half-hour at the end of the shift for the call-back time; not a whole hour. Dawn did advise that Tom had add 1 hour of call back pay plus the time card hours (9:00 - 11:11) and was paid for 3.25. Dawn also suggested there should be a rotation set up for the Road Department employees for call-ins. Trustee Cotner stated he has done that in the past, but also that Tom should set up a rotation and follow it, or advise whomever calls him to call one of the other employees in. Trustee Cotner also stated he felt that no time should be taken back from Tom; Trustee Searle stated he could see it either way, as Tom could have handled it better by making a decision on who should come in. Fiscal Officer Wyne stated it needed to be cleared up so there is something in the minutes to address the situation for audit purposes. Trustee Kosch felt that one-half hour should be deducted from Tom's pay for the prior pay period; Trustee Searle agreed to this action. Since this time had already been paid, Trustee Searle asked how it would be corrected. Fiscal Officer Wyne stated she would make a correction to the pay period to deduct one-half

RECORD OF PROCEEDINGS

Minutes of **Greenfield Township Trustees** *Meeting*
October 12, 2022 - 6:00 PM

hour of pay. He also asked whether she would explain this to Tom, or did she want one of the Trustees to explain it; she stated she would speak with Tom about this so he would understand why it was being done.

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 7:02 p.m.