

**RECORD OF PROCEEDINGS**

*Minutes of Greenfield Township Trustees Meeting*

October 14, 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 Trustees’ Meeting held on September 23, 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*

**FISCAL OFFICER**

Fiscal Officer Wyne distributed financial reports

Trustee Cotner made a motion to pay the bills associated with warrants 33748 through 33789 and Electronic Debits 104-2020 through 115-2020 which are listed on the payment report; seconded by Trustee Searle.

*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*

Trustee Searle made a motion to approve Resolution 2020 10 14 01 for the following transfers of funds:

- \$2,000.00 from fund 2021-330-599-0000 to fund 2021-330-420-0000,
- \$12,000.00 from fund 2191-220-190-0011 to fund 2191-220-230-0000,
- \$3,000.00 from fund 2191-220-314-0000 to fund 2191-220-323-0303,
- \$18.19 from fund 2272-220-599-0000 to fund 2272-220-740-0000 and
- \$75,000.00 from fund 3101-830-830-0000 to fund 3101-810-810-0000.

Trustee Cotner seconded the motion.

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

Fiscal Officer Wyne advised that the Fairfield County Auditor’s Office emailed that the township is eligible for \$195,890.31 provided by the Cares Act fund provided by Bill 614. She asked the Trustees if they wish to receive these funds and they advised yes. Discussion on what this could be used for and suggestions of additional turn out gear for the fire department and payroll costs related to Covid-19 followed. Fiscal Officer Wyne stated she will need to do a resolution on this. Fiscal Officer Wyne and Chief Smith have both talked to Amy at the Prosecutors Office on appropriate usage of this money.

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Fiscal Officer Wyne has contacted Val Tech, our internet & phone provider to check on our contract renewal and found out it had expired. She requested a new quote and found it will be about \$35.00 cheaper per month. Trustee Kosch will need to sign the new contract.

Fiscal Officer Wyne advised that the following employees have watched the Sexual Harassment DVD on September 14, 2020 and have completed the sign off form: Jeff Bondurant, Doug Hughes, Carla Jacobs, Tom Shafer, Dawn Wyne and Kevin Yeamans.

Ohio Deferred Compensation has been contacted about coming to the Township and speaking with individuals on Ohio Deferred Compensation programs. Before a meeting is scheduled Fiscal Officer Wyne will need to know how many are attending and the size of the meeting room. She advised she has only heard from Trustee Searle that he would attend. Trustees Cotner and Kosch stated they would attend. Chief Smith and Road Supervisor Tom Shafer were to get with their employees and notify Dawn on who was going to attend.

Fiscal Officer Wyne stated that OTARMA representative Aaron Willis will be here October 20 at 3:30 to review our IT operations. Also, on October 21 at 3:00 OTARMA representative Cathy Gonzalez will be at the office to go over our administrative procedures. She advised she would like to have all department heads and 1 trustee attend those meetings. Trustee Searle advised he would attend the October 20 meeting and Trustee Kosch would attend the October 21 meeting.

Administrative Assistant Carla Jacobs has submitted a letter of resignation/retirement effective 1-9-21. Since the computers are networked and tasks can be completed anywhere, Carla is still willing to help with the minutes and payroll if needed be until I get someone trained. If someone is hired before, Carla's last day, she is willing to help train that individual. Fiscal Officer Wyne would like to start interviewing in November. Motion made by Trustee Cotner to accept Carla's resignation: seconded by Trustee Searle.

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

Trustees signed a cemetery deed for transfer of lot from Ronald D. Fisher to Larry Fisher - Carroll Cemetery, Lot 57 S1/2, Sec. E, Graves 1 & 2.

Trustee Cotner stated there had been an incident where Tom was off on a Monday when payroll was due. He stated according to our policy, employees need to contact their supervisor if they are not reporting to work a half hour before the start of their shift or if they are taking time off during the day. Trustee Cotner stated he thought about whom a supervisor should contact and in Toms' case he should contact the Fiscal Officer since she is the responsible person for payroll. Trustee Searle stated he knows that is what it says he is suppose to inform a supervisor but really what are we going to do about it as it doesn't matter to me that you are doing to take a day off but Dawn being the Fiscal Officer taking care of those kind of records the language needs to be changed that individuals contact Dawn including the Fire Chief. Trustee Searle stated it doesn't do the township

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any good by them contacting him as he is not the keeper of the schedule. But it makes sense since Dawn does payroll that she is notified and if there is an emergency where the Trustees need to know then Dawn can contact everyone. Trustee Cotner advised that he doesn't believe there is a problem with the Fire Department just let Dawn know if you're going to be off. Trustee Kosch asked Tom if when he is going to be off if there is a full time employee there and Tom advised yes. Trustee Kosch also advised Tom that Jeff Bondurant needs to be trained to do payroll in his absence.

### ***FLOOR***

No one attended in person or by Google Meets

### ***ZONING***

Kevin stated he got his computer back tonight from having it upgraded at TCR. It was totally empty. He got IWORQS reloaded and working on getting email and everything else reloaded.

Kevin stated the property that Dennis Reed used to own; the map shows it is R-1. However, they have been paying commercial taxes. Sometime while Betty Bowers was Zoning Inspector, it was made industrial but there is no zoning amendment or hearing paperwork in the office but he has not been to cold storage. Kevin stated the auditor has it as commercial. Kevin is going to keep looking into this. There are 3 addresses there, one is R-1, one is commercial and the other has nothing.

Discussion on getting Kevin's computer reloaded and the laptops up and running with TCR and how digital signatures work followed.

Kevin stated he received a letter from Fairfield County Regional Planning Commission regarding a subdivision on Election House Road and was not aware if the Trustees had seen it. He stated he didn't see any issues with the approx. 42 acres being developed in a housing development which would have 16 properties. Chief Smith stated talked to the county engineer and the biggest concern is speed and the road itself will need some work. Chief also said they are in the initial stage of how soon will this happen and that he had also received the letter.

Trustee Kosch stated the people at 4225 Harvest Ridge don't have a fence around the pool; it just has a cover over it. Kevin stated they have a year; the permit is good for a year. Trustee Kosch questioned the timing. Trustee Searle said the zoning book states you have to have a fence; it doesn't say you have a year. Trustee Cotner said that there are insurance companies that allow you to have a certain cover and you don't have to have a fence as long as you have that cover. Fiscal Officer Wyne said this is a good issue to talk to OTARMA about when they come for the meeting because that is who we have our insurance through. Trustee Kosch stated we should also check with the prosecutor's office on the timing of the fence. Trustee Searle read the section of the zoning

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book pertaining to pool fencing, which did not state a time frame for construction of the fence; it stated it has to be enclosed. There was more discussion on pool covers. Kevin is to send a letter to the resident at 4225 Harvest Ridge with a copy of the zoning rules pertaining to swimming pool fencing stating this is the code and it must be followed.

Trustee Searle told Kevin that per Kim Wickham the zoning book is set up for 2-sided printing when he goes to have the book printed.

Trustee Kosch asked Kevin if he had done anything more with the Fisher property on Coonpath. Kevin stated he had been out there and taken pictures but doesn't have the cable to download the pictures. Chief Smith had a cable for Kevin. Trustee Kosch said when we get done with that one; we need to work on the property on Carroll Southern as it is getting worse.

Trustee Kosch stated that on our website it still has the 808 number because someone tried to call it and then called him. He told them that number is non-existent and to just call the zoning office number. Fiscal Officer Wyne stated we are still working on getting the website updated with the corrected information.

Trustee Kosch stated that the fight club guy has added on to that building and there is another barn back there. He went on to the website for the fight club and saw the dimensions of the structures on the property and also asked Kevin if he had filed for any zoning permits and asked him to check on this. Trustee Cotner stated he noticed he was putting new wood on the outside of existing buildings.

Kevin said the property at 5511 Wilson Road will probably have to be turned over to the humane society.

### ***FIRE***

Chief Smith stated that with the second round of Covid money we have our CPR device and it is out on the truck.

The pic line has been repaired and we are still working with the company that installed the pump because we are still having a little pump issue and they are coming out to look at that the Chief reported.

Chief Smith reported that he would like to promote Sean Tobin to the vacant Lieutenant position. Trustee Cotner made a motion to promote Sean Tobin to Lieutenant as of 10-18-20 with a one-year probation period: seconded by Trustee Kosch.

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

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Chief Smith said they also held interviews to fill the vacant full time position being vacated by Sean Tobin. Anthony Mastracci was selected to fill that position with the successful completion of his stress test and physical. Motion made by Trustee Searle to move Anthony Mastracci to full-time pending the completion of required testing: Trustee Cotner seconding. Effective date to be determined after testing is successfully and working with the Fiscal Office.

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

Chief Smith reported that Fairfield Medical Center came to the station since they can't have the annual appreciation dinner. Sean Tobin and Melissa Riyadi received an award for Greenfield Township Fire station having the fastest response time outside of the city limits from 9/19 – 8/20. Their recommended time is 90 minutes and our time was 46 minutes for us seeing the patient until they are at the hospital and the Cath is in their heart.

Trustee Searle asked the Chief for an update on his light duty personnel. Chief Smith reported that tentatively the employee is expected to return to full duty after his doctor appointment on November 2<sup>nd</sup>. Employee is on shift that day and will return to full duty once he returns to the station from his appointment with the doctor if he is released for full duty.

### ***ROAD***

Tom reported he was contacted today by a Fairfield County Engineer road supervisor about berm cutting on Rainbow Drive which they think will start within the next couple weeks. It will be a lot safer with a larger crew.

Tom wanted to thank Trustee Cotner, Chief Smith, Lieutenant Spires and his crew for the help with the concrete spill on Coonpath hill between Kauffman and Carroll Southern by shutting off the road on one end and directing traffic on the other end.

Tom reported they have started digging the cemetery footers. The digging for Carroll Cemetery is completely done and he hopes to have Greenfield Cemetery finished tomorrow. Plans are to frame them all up and have concrete poured on Friday. We have 17 foundations this pouring.

Tom finished fog sealing for Liberty Township. Fog sealing is being used as a cheaper "insurance" for chip sealed roads and dust control; therefore, we might be doing more fog sealing.

Trustee Searle asked about costs incurred with the County helping with the berm cutting. Tom stated yes there will be charges, but there is usually some trade off in work and he will have to see how it works out but they have treated us very well in the past but doesn't know the cost yet.

Trustee Kosch asked if the security system is complete. Tom stated yes, it is up and running.

Trustee Kosch said the sign on Sandy Stone Place in Greenfield Estates is coming off.

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Trustee Kosch said that George Lower wants the culvert checked. Where rock was dumped, it is starting to go down in the culvert.

Trustee Kosch said the man at 4250 Ashbury stated the cattails on Arrowhead and Ashbury in our road ditch need cleaned out. 5150 Bonita Drive also has cattails that need cleaned out.

**TRUSTEES**

Trustee Searle stated that at the last meeting, Chief Smith stated no one was in attendance on Google Meets, however later someone signed in. The Trustees asked the Chief to let them know when/if someone signs in at any point in a meeting.

Fiscal Officer Wyne asked about the November 11 trustee meeting since that is a holiday for the township. If the employee can't be here, that is fine Trustee Cotner feels and the other Trustees agreed to keep the meeting on the 11th. Fiscal Officer Wyne also asked about the November 25<sup>th</sup> meeting and it was decided to move it to Tuesday, November 24<sup>th</sup> at 4:00 p.m.

Motion made by Trustee Searle to adjourn: seconded by Trustee Cotner

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

Business concluded; meeting adjourned at 8:17 p.m.