

RECORD OF PROCEEDINGS

Minutes of **Greenfield Township Trustees** *Meeting*
October 26, 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 October 12, 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

FROM THE FISCAL OFFICER:

Fiscal Officer Wyne distributed the financial reports.

Trustee Searle made a motion to pay the bills associated with warrants 34959 through 34983 and Electronic Debits 158-2022 through 162-2022 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

Fiscal Officer Wyne stated that she heard back from Jim Organ, and the other insurance company came back higher than COSE - Medical Mutual. She recommended the renewal be signed. A comparison sheet was provided for the Board to review. She noted the renewal fee with COSE would be \$312,334, and asked the Board if they were in agreement with her submitting the renewal. The Board was in agreement; she will move forward with submitting the renewal.

Fiscal Officer Wyne advised that a Road Department employee has exhausted all of his leave; therefore going into a leave without pay status. She advised she did not pay the holiday on the payroll prior to discussing with the Trustees. She advised:

5.2 Holiday Leave - states if an employee is sick on the day before or after a holiday, the employee must have a doctor's excuse. Which one was not provided when he returned on Tuesday.

5.2.2 Holiday During Leave - states employees will not be paid for holidays which occur during a leave of absence or disciplinary action. If a holiday occurs during a period of sick leave, the employee will be regarded as having taken the holiday and will not be charged sick leave. A holiday occurring while an employee is on vacation will be counted as a holiday and not as a vacation day. Since I was not here when this policy was written, I don't know what the Board of Trustees at that time meant by leave of absence.

Nowhere does it state anything about an employee who has exhausted all of their leave placing them in an unpaid status. After further discussion, and verification that a doctor's statement for return to work had been submitted, the Board determined that the holiday should be paid to the employee at this time. Trustee Cotner made a motion to pay Jeff Bondurant for the Columbus Day holiday; Trustee Searle seconded the motion.

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

RECORD OF PROCEEDINGS

Minutes of **Greenfield Township Trustees** *Meeting*
October 26, 2022 - 6:00 PM

Fiscal Officer Wyne stated that Tom Shafer advised her that part-time Road Worker Jim Reinheld failed to clock out and back in when he had to leave the worksite due to an issue at home on September 20, 2022 for about 45 minutes. She advised he had been paid for the time. She is recommending that on the next payroll she takes that 45 minutes back. Trustee Searle made a motion to take the 45 minutes back from Jim Reinheld; Trustee Kosch seconded the motion.

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

Fiscal Officer Wyne stated at the last meeting she advised that there have been numerous repair calls for the copier. She spoke with Adam who works on the machine and advised that a new machine was not needed, but I should check about the replacement parts. I contacted MOM (Modern Office Methods) and was advised that after December of 2022 they could not guarantee that we would be able to get parts. She advised that the Fire Department is also in need of a new copier so she and Brad will work together to get the quotes for two new copiers.

Fiscal Officer Wyne stated that once again the township has received a complaint email from Seth Motors regarding 4080 Carroll Southern Road. He stated that people are living in campers in the front yard and a warehouse is being built. I did drive by the property and it appears there is a structure being built. I did not see an orange permit card displayed, and she notified Tom Erlenwein. Tom stated he had sent the resident a certified letter earlier in the week. He believes the new structure will be the third building on the property. Discussion continued regarding the zoning filing system and being able to locate any potential zoning permits that had been issued in the past. The Board stated the files are filed by address.

Fiscal Officer Wyne stated that the Board had previously given permission to purchase fireproof filing cabinets. She advised she had obtained a quote from a state vendor which stated the cost of the cabinets did not include delivery charge, charge to unload and installation. I have since contacted Office Mart in Lancaster and they can provide vertical filing cabinets and we would not be charged a fee (delivery, unload or installation). She would like to proceed with ordering at least two for the Administrative Office, one for the Road Department to hold cemetery deeds and one for Zoning.

Fiscal Officer Wyne stated the past practice of how scrap metal is sold needs to stop. She advised that the check from the vendor for the payment of the scrap metal needs to be submitted to the Fiscal Office. She stated it will be deposited in the appropriate fund.

FLOOR: There were no speakers from the floor.

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

Zoning Permit Report: Tom distributed the current zoning permit report to the Board. He stated a few have been issued; he is still getting caught up. He noted it is an ongoing issue with receiving applications that are not filled out properly and completely. He also noted he has been accepting an email from the owner of a property as permission, which is what had been done in the past. If the Board wants him to change this process, he will do so. The Board was in agreement with the way Tom wishes to process the applications.

Marijuana Dispensary Questions: Tom stated the owner of the dispensary near the brewery had been reviewing the code to find out if there are any updates which would keep him from

RECORD OF PROCEEDINGS

Minutes of **Greenfield Township Trustees** *Meeting*
October 26, 2022 - 6:00 PM

doing other things. Tom presented an email from the owner who had attached the Greenfield Township Trustees meeting minutes from 2017 regarding marijuana dispensary information, and said that was the only reference he could find in the minutes related to changes regarding marijuana cultivation. Trustee Searle noted it wasn't a zoning issue, and the township prohibited any dispensing, production or distribution after the first round of applications were approved in 2018. The state law regarding marijuana dispensaries, etc. was passed in 2017. The Board noted there were three applications originally: one moved to Dayton (growing center), one never started a business after applying, and the third is the current operation. After further discussion, it was determined the prosecutor's office should be consulted to determine what type of changes the owner could make to his business. Fiscal Officer Wyne noted there was a resolution on this issue in 2018, and she will look for it to provide insight into the situation.

Amendment Changes: Tom reported there had been some amendment changes at the October 5, 2022 Zoning Meeting, and asked if they needed to be sent to the RPC. Trustee Searle stated they did not; the RPC makes recommendations to the township. The changes, with amendment date, become law 30 days after being approved. The old page(s) is taken out of the book and the new page is put into the book. Also the changes are sent to the RPC for them to update their copy of the book. Tom stated he would highlight the changes and bring them to the next Trustees' meeting so they can be reviewed to be sure all comments were recorded correctly.

Metro Development Zoning Application: Tom reported he had sent a response to Metro Development. He told them he needed permission from the property owners to process their permits. One parcel requires a lot split; it is currently a retention pond. Tom also reported he had met with James Mako, as well as the county engineer's office, and they had not been contacted about this development until recently. Trustee Cotner asked if Tom had contacted Julie at Brosious concerning TIFF's and JEDD's (Joint Economic Development District). Because Brosious does not handle these issues, Julie has a number of someone the township can contact; however, Tom has not received the number yet. Trustee Cotner recommended calling Julie to get the information, since it is a time sensitive issue. Tom stated he would contact Julie tomorrow to get the number.

ROAD DEPARTMENT BUSINESS: Tom Shafer, Road and Cemetery Superintendent, reported on the following items:

Liberty Township Bill: Tom thanked Dawn Wyne, Fiscal Officer, for setting up the Liberty Township bill in Excel. This way, it shows all the various charges, amounts, etc. The current total bill to be sent to Rick May at Liberty Township is \$18,731. There was a clean-up fee added to the bill. Tom noted that Jeff Bondurant, full-time Road Department employee, had almost three days of work involved with the clean-up process. Also, there were charges for Citrol used for clean-up/breaking the tar down. Trustee Searle made a motion to send the bill to Liberty Township for chip-sealing in the amount of \$18,731; Trustee Cotner seconded the motion.

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

Road Sealing Work To Be Completed: Tom reported he had not spoken to Justin Hines of J & A Construction again to find out if they can complete the road sealing this season. Tom asked the Board if they still wanted him to pursue this. The Board agreed this work needed to be done, weather permitting. Also, the cost of the project needs to

RECORD OF PROCEEDINGS

Minutes of

Greenfield Township Trustees

Meeting

October 26, 2022 - 6:00 PM

be under \$45,000. Fiscal Officer Wyne recommended that Mr. Hines submit a quote to show the project will be under the \$45,000 threshold. Tom reiterated that Justin had said as long as the pavement is dry, the work can be done; colder temperatures will not affect the work.

Personnel Policies: Tom stated that the personnel policies need to be reviewed and updated by the Board, himself and the Fiscal Officer. Fiscal Officer Wyne noted this process was begun in 2020, and then COVID stopped the process. In working with the Fiscal Officer on personnel issues, it was discovered that he and Dawn each have conflicting policies. Trustee Cotner recommended that once the policy review process begins, everyone involved needs to bring all of their policies for comparison, so this doesn't happen in the future. It was noted the same signature page had been used from 2013/2014, even though changes had been made, which added to the confusion. Fiscal Officer Wyne asked/recommended that this process begin after the first of the year, once the financial records are finalized for the previous year. She noted that resolutions were also needed for some of the issues that are discussed. Also, when Administrative Assistant Jane Baughn is out of the office in December and after the first of the year, she will be working remotely on typing/updating the policy as the review is completed. This will be done in a draft form, and can be edited as needed until finalized.

Concrete Availability and Purchase: Trustee Searle inquired as to whether the foundations had been poured in the cemeteries. Tom responded that they had, but he would probably have a couple small flat foundations to pour in Greenfield Cemetery next week. Trustee Cotner made a recommendation that Tom get an account set-up with Topcat Concrete so that he would have concrete readily available when needed. Discussion continued as to the cost of concrete rising, as well as the availability of the product in the future. Tom noted he had put today's purchase of concrete - \$428 - on the township credit card, and there was no tax. He also stated he sent an I9 form to be completed by the company. The final invoice will be emailed to Tom tomorrow, with no tax on the purchase.

Fiscal Officer Wyne stated she had a recent application from a company who was asking for all of the township's financial information, including account numbers. This was a company who the township has been doing business with; however, they had been bought out by a new company. She stated she was leary of completing this form, and the Board was in agreement that she should not give this information. She stated she would complete the form, but not disclose the township's account numbers, etc.

Tom stated Doug is still cutting grass in the cemeteries. Also, roadsides are still being cut.

Tom made a recommendation that the Zoning Fee Schedule be edited to say "Residential Driveway Pipe" and "Commercial Driveway Pipe". He stated there has been a lot of confusion due to the word "culvert" being used, instead of "driveway". Tom

RECORD OF PROCEEDINGS

Minutes of **Greenfield Township Trustees** *Meeting*
October 26, 2022 - 6:00 PM

stated this is a zoning function, but he does complete the inspections of the driveway pipes.

Tom Erlenwein stated he had found the email regarding the TIFF’s in his personal email. Fiscal Officer Wyne said she would coordinate a meeting for the Trustees and Tom to meet with the attorney from the new agency on this. She also stated a retainer would need to be paid to the attorney for this meeting.

The Board asked Tom Shafer if he had worked on the issues at Kincaid’s, on Bonita with the camera, or the tree on Jeanne in the ditch line. Tom responded he has not done so, but he is planning to do it.

Trustee Searle asked if anything has been done about the groundhog(s) that has dug under the township office building. Discussion continued as to how to proceed, especially in order to keep the skunks from taking over the hole in the winter and causing problems, as has happened in the past. It was decided to hire the same person that was used the last time this happened, and have the groundhogs live trapped and removed. Tom Shafer also suggested that in the spring, he could dig along the backside of the bandboard, form it up, and fill the area with concrete.

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

Part-Time New Hire: Chief Smith reported an interview had been conducted today, and he requested a motion to hire Brody Poston as a part-time firefighter/EMT-basic at a rate of \$14.50 per hour, pending a background check, physical and drug test. Chief Smith noted he is currently in medic school. Trustee Searle made a motion to appoint Brody Poston as a part-time firefighter upon completion of background check and drug test for the pay period following completion. Trustee Cotner seconded the motion.

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

Purchase of Turnout Gear: Chief Smith stated the Department has the opportunity to purchase two new sets of turnout gear from another department. This gear is from two employees who worked at the other department who currently work for Greenfield. The total cost is \$4,516, which would be the same cost if Greenfield purchased the equipment from the vendor. The Department will need to have the gear marked as surplus by their Board before it can be purchased. Chief Smith noted the Department is still sharing gear among the part-time employees, so this gear is needed. Also, the vendor is 16 weeks out from having the turnout gear available for sale, while this gear could potentially be available tomorrow.

Trustee Searle moved to purchase two sets of turnout gear from Madison Township Fire Department for a price of \$4,516.00; Trustee Cotner seconded the motion.

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

RECORD OF PROCEEDINGS

Minutes of

Greenfield Township Trustees

Meeting

October 26, 2022 - 6:00 PM

RPC Meeting Regarding Proposed Residential Development on Election House

Road: Chief Smith reported he had attended an impromptu meeting with the RPC regarding this proposed development. Chief Smith shared what the Fire Department would want to see, but he recommended they reach out to the Board, Road Department, and Zoning Department with other questions. This area is between 5300 and 5500, right after the bend/"s" curve - 16 acres of land. Trustee Searle stated this has been discussed in the past; however, there hadn't been any updates about it for several months. He stated Tom Erlenwein doesn't need to do anything, other than being aware of the development, as the county will be responsible for the roads, septic, runoff, etc.

Public Events:

- Trick or Treat at Greenfield Estates on Sunday - medic & rescue parked on Arrowhead
- Trick or Treat in Village of Carroll on Monday
- Election Day at the Firehouse

State Fire Marshall Grant: Chief Smith reported this grant is for MARCS radios to get user fees covered and additional equipment needed for the new medic. Lt. Spires reported that the vendor stated they will be reaching out when the vehicle is about one to two months out from rolling into the factory. The vehicle specs will be reviewed again by the engineering group to confirm everything from the builders copy to the engineering drawings.

Trustee Searle stated he had talked to Chief Smith today about EMS billing revenue. Chief Smith provided a report from January to September of 2022. The net receipts are \$193,000+ thus far. The revenue goes directly to the fire department. It can be used for anything that is needed. Chief Smith reported the costs for EMS supplies is astronomical - approximately \$1,200 every two weeks for supplies. The number of runs the department is doing was also discussed. The City of Lancaster, Violet Township, and Basil Joint Fire Department (two stations) are the three departments who have higher run counts than Greenfield at this point.

FROM THE TRUSTEES:

No business from the Trustees.

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 7:11 p.m.