

# RECORD OF PROCEEDINGS

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

October 27, 2021

*Held 6:00 PM*

The Greenfield Township Trustees met in regular session at the firehouse. Trustee Cotner called the meeting to order and led those present in the Pledge of Allegiance. David Cotner, Lonnie Kosch and Kent Searle were present.

After each trustee reviewed the minutes from the Trustees' Meeting held on October 13, 2021, Trustee Cotner asked if there were any changes to the minutes. Trustee Searle made a motion to approve the minutes as written and amended; Trustee Kosch seconded the motion.

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

Trustee Cotner also asked if there were any changes to the minutes of the October 21, 2021 hearing. Trustee Kosch 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

## **FROM THE FISCAL OFFICER:**

Fiscal Officer Wyne distributed financial reports.

- Trustee Cotner made a motion to pay the bills associated with warrants 34372 through 34398 and Electronic Debits 116-2021 through 117-2021 which are listed on the payment report; seconded by Trustee Kosch.

*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; Trustee Cotner seconded the motion.

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

- Trustee Cotner made a motion to approve Resolution 2021 10 27 01 for the following transfers of funds:

\$750.00 from fund 2191-220-599-0000 to fund 2191-220-223-0000

\$4,000.00 from 2191-220-323-0003 to fund 2191-220-420-0003

Trustee Kosch seconded the motion.

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

- Fiscal Officer Wyne stated that the Greenfield Township Credit Card Policy was updated since new Visa Credit Cards were received. Trustee Searle made a motion to approve Resolution 2021 10 27 02 which states **WHEREAS**, the Board desires to implement a credit card policy pursuant to R.C. 505.64, and;

**RECORD OF PROCEEDINGS**

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

October 27, 2021

*Held 6:00 PM*

**WHEREAS**, the Board provided a draft policy to the Fairfield County Prosecutor’s Office to review, which has approved the same. **NOW, THEREFORE, BE IT RESOLVED:** That the Board of Greenfield Township Trustees hereby adopt the **GREENFIELD TOWNSHIP CREDIT CARD ACCOUNT POLICY (2021)** in compliance with O.R.C. 505.64. **Be It Further Resolved:** That the **GREENFIELD TOWNSHIP CREDIT CARD ACCOUNT POLICY (2021)** shall be effective immediately. Trustee Kosch seconded the Motion.

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

- Trustee Searle made a motion to accept Resolution 2021 10 27 03 which states **WHEREAS**, the Ohio General Assembly has enacted 133 HB 523, codified in R.C. Chapter 3796, which authorizes the use of marijuana for medical purposes; **WHEREAS**, R.C. 3796.29, enacted as part of 133 HB 523, empowers a board of township trustees to limit or prohibit by resolution the aforementioned activities from occurring within the unincorporated territory of the Township; and, **WHEREAS**, it is beneficial to the health, safety, and welfare of the residents of Greenfield Township to limit cultivators, processors, or retail dispensaries licensed under this R.C. Chapter 3796 from operating within the within the unincorporated territory of the Township;

**NOW, THEREFORE, BE IT RESOLVED** that pursuant to R.C. 3796.29, the Board of Greenfield Township Trustees hereby prohibits cultivators, processors, or retail dispensaries licensed under this R.C. Chapter 3796 from operating within the unincorporated territory of Greenfield Township.

**BE IT FURTHER RESOLVED** that this resolution does not apply to research related to marijuana conducted at a state university, academic medical center, or private research and development organization as part of a research protocol approved by an institutional review board or equivalent entity.

Motion seconded by Trustee Kosch.

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

- The following cemetery deed was signed:

Bret A. Thomas, Greenfield Cemetery, Lot 83, Section C, Graves 3 & 4

- Representatives from the Carroll Community Festival have requested a meeting with Greenfield Township Trustees regarding a display of fireworks for the 2022 Carroll Community Festival. Discussion was held regarding the pros and cons of holding fireworks at the Township, which is what the Carroll Community Festival is proposing. The trustees agreed that this would not be a good idea. Chief Smith explained that the Trustees are the first point of contact in regard to allowing the fireworks

## RECORD OF PROCEEDINGS

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

October 27, 2021

*Held 6:00 PM*

in the township, but the Fire Department, Sheriff's Office and the State Fire Marshall all have to sign off on a fireworks display. This process is coordinated by the company who is handling the fireworks display. Fiscal Officer Wyne noted that she had invited someone from the Carroll group to attend a Trustees Meeting; however, they declined. It was determined that Trustee Cotner will attend the next Carroll Community Festival Meeting on November 18, 2021 to gather information and bring it back to the trustees at their next meeting on November 22, 2021.

- Fiscal Officer Wyne reported with the Auditor's Office recommendation of a policy for Fuel Usage, she contacted Violet Township inquiring if they had a policy. (She noted that Trustee Searle is working on the policy for Greenfield Township). She had spoken with Ed Drobina who advised that they use Fuel Master to track fuel usage, and it provides reports. If the Trustees are interested in meeting with the company, she will set up a meeting. Discussion continued regarding the justification for spending \$9,000+ to purchase this type of equipment and having a tank installed, since the township is small and doesn't have a large fleet of vehicles or employees. The trustees agreed they were not interested in purchasing a system at this time. It was felt the Fuel Logs that are currently being used by the township need to be completed on a consistent basis in order to track fuel usage. The logs may be updated as part of the creation of the fuel policy. These logs can be reviewed to show any discrepancies in fuel usage, per the pump meter on the current tank. Trustee Cotner suggested that Trustee Searle speak with Tom Shafer, Road Superintendent, to make sure they have a meter on the tank so the usage can be recorded.
- Fiscal Officer Wyne advised the Board that Kevin Yeaman had returned the laptop computer to the Township.
- Fiscal Officer Wyne stated that June Queen has not been sworn in since being reappointed to the Zoning Commission in January of 2021. Discussion was held regarding the best time to hold the swearing in, and it was suggested to do it at the public hearing being held on Oct. 28, 2021 at the Greenfield Twp. Firehouse. Trustee Cotner said he could attend and conduct the swearing-in before the hearing begins.
- Trustee Cotner reported that the Village of Carroll had not signed an updated lease agreement because they had signed one in 2018 which was a five-year lease. This would be in place until 2023. Fiscal Officer Wyne explained that the Prosecutor's Office had made changes to that lease, which then needed to be signed again. This was due to liability for the Township, since events are being held at the building. OTARMA requires a "hold harmless" section on the lease. Trustee Cotner said he would speak with the mayor of Carroll to inform him of the need for a new lease.
- Trustee Cotner also raised the issue of the community building needing a new side door. The current door is metal and is almost completely rusted out. It is an oversize door which was probably made that way for moving items in and out. The entire frame and door need to be replaced. Discussion continued regarding the cost to rent the building, and the fact that the Village of Carroll makes very little money on the rental of the building. Trustee Cotner also raised the issue of what the future of the building may be

## RECORD OF PROCEEDINGS

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

October 27, 2021

*Held 6:00 PM*

vs. making any extensive repairs to the building. However, the door issue does need to be addressed. He stated he would get some pricing for this job to be done.

- Trustee Kosch asked Fiscal Officer Wyne if the township is paying tax/owes tax on Baugher Cemetery? She stated they do not. He presented a notice from the local paper which states that Greenfield Township is delinquent on tax payment for Bauger the cemetery. He gave the notice to Fiscal Officer Wyne who stated she would follow-up with Josh at the Auditor's Office on this issue.
- Trustee Searle noted the marijuana resolution replaces the moratorium that is currently in place. Zoning Officer Barbee asked for a copy of the resolution for future reference.

### **ZONING DEPARTMENT:**

- **Zoning Permits Issued:** Zoning Inspector Barbee presented an Excel spreadsheet of all the permits that she has issued beginning September 1, 2021. She noted a gap between 05 and 07. She stated that one was likely for a pool permit and it was filed separately. She stated it was a rough draft so it can be modified. Trustee Searle stated he'd like to see a column that addresses the dollar amount. Trustee Cotner asked if the permits could be posted on the township website, with no name included, so the permits could be found there, and eliminate potential phone calls. Zoning Inspector Barbee stated she would address that question with the Prosecutor's Office, and would not post anything related to permits until she had spoken with them. Trustee Searle asked about the permit number column. Zoning Officer Barbee stated this was an internal system that was put into place for tracking purposes once she began her role as Zoning Officer. The first permit was issued on September 8, 2021. Trustee Searle asked about use of the zoning software that the township currently has. Discussion continued about the potential use of the software, and what would work best for tracking. Zoning Officer Barbee explained that none of the townships she had spoken with are using zoning software, but instead use spreadsheets or something similar for tracking. She stated she would investigate the software further as time allows
- **Zoning Fee Schedule:** Zoning Officer Barbee inquired about the fee schedule currently in place. There is a potential need for a "flat fee" schedule to be used, or at least a review of the current schedule and how it is structured. There is currently a request from someone who needs to work on an existing telecommunications tower, which would not have a square footage calculation, so she had discussed with A. Darling Cyphert about how this is done at Bloom Zoning. Bloom would charge a flat fee in this situation. Trustee Cotner noted the fee schedule had been reviewed in the recent past; however, other members noted there were no changes made at that time. He stated a special meeting could be held to review the fee schedule. Zoning Officer Barbee also noted the boxes on the zoning application form and the types/amounts on the fee schedule do not completely match up, so this would be another reason to review and amend the current schedule.

## RECORD OF PROCEEDINGS

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

October 27, 2021

*Held 6:00 PM*

- **Zoning Enforcement:** Zoning Officer Barbee noted that Anne Darling Cyphert, Zoning Officer for Bloom Township, has a magnet for her car to be used to identify her as an employee of the township when she is on official business. This may be something Greenfield would be interested in purchasing for Ms. Barbee to use when she is conducting business in the township.

### **Additional Zoning Items:**

- Zoning Officer Barbee noted a BZA Hearing was held on October 26, 2021 and it went well; the variance was denied.
- There is a Zoning Commission hearing scheduled for October 28, 2021 for Shalom United Methodist Church property. Ms. Barbee removed the sign today.
- Trustee Kosch asked if the permit has the date on it, and how long it is good for. Zoning Officer Barbee confirmed the date is good for two years.
- Trustee Searle asked if the magnetic sign which was previously discussed is like what is currently on the township trucks. Discussion continued regarding the Greenfield Township logo on the township trucks and fire department vehicles. It was determined that Ms. Barbee will investigate the purchase of two magnetic signs with the Greenfield logo to be used on her car for official township business.
- Zoning Officer Barbee again asked about obtaining a cell phone for official township use. It was noted that a current Road Department cell phone is going to be returned and used for Zoning; however, that hasn't happened yet.

**FIRE DEPARTMENT:** Chief Smith noted the following upcoming community events involving the department:

- Bloom-Carroll Football game on Friday, October 29, 2021.
- Trick-or-Treat in the Village of Carroll on Thursday, October 28, 2021.
- Send-off for the Bloom-Carroll marching band for band contest on Saturday, October. 30, 2021.
- Greenfield Estates Trick-or-Treat on Sunday, October 31, 2021.
- Fire Extinguisher training on Monday, November 1, 2021 at Precision Pain Clinic on Election House Road.
- **New Copier Needed:** Chief Smith noted he had spoken with Fiscal Officer Wyne about getting the firehouse copier replaced. It had broken down, and the parts are no longer available, so the copier is obsolete. He said he would be reaching out to vendors to find a replacement. Fiscal Officer Wyne stated three quotes will be needed in order to purchase a new copier.
- **Medic One Truck Repair:** Chief Smith stated he would need a motion for repair of the truck. He reported that the truck had been making a lot of noise in the front end. It was determined the tie-rod end, ball joint, drag link and a tire needed to be replaced. The total bill was \$3,592.48. Trustee Searle made a motion to pay Mid-State in the amount of \$3,592.48 for repair of the Medic One Truck. Trustee Cotner seconded the motion.

## RECORD OF PROCEEDINGS

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

October 27, 2021

*Held 6:00 PM*

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

- Chief Smith reported Medic Two had some pressure issues recently, and MidWest Towing was able to come to the station and fix it today without taking the truck in for service.
- Chief Smith reported the family of Lloyd McWilliams had donated money to the GTFD in lieu of flowers when Mr. McWilliams passed away. Chief Smith confirmed the department would send a thank-you once they had a list of all the donors.
- Trustee Kosch asked if there was an update about a possible turkey supper this year. Chief Smith stated they were still deciding whether to hold a supper due to COVID. He said if no supper is held this year, they will definitely hold one next year. Fiscal Officer Wyne asked Chief Smith to inform her when a decision had been made.

### **FROM THE TRUSTEES:**

- **Grant Writing Meeting:** Trustee Searle reported he had attended the grant writing meeting with the county. He stated it was for any and all grants, including FEMA grants for the fire department, for roads and bridges, etc. The county paid the grant writing company for their services through 2022. The grants will be done through the website: [www.fairfieldgrant.org](http://www.fairfieldgrant.org). The company wants one person to be a point of contact, and they will want to attend a trustee meeting in the future to explain their services and how it works. Chief Smith agreed to be the point of contact for Greenfield Township. There is a form to be filled out by the contact person, as well as a questionnaire that is due by November 12, 2021 - both located on the website. Trustee Searle noted that Fairfield County is the only county in Ohio that is participating in this grant-writing company. He also stated this was paid for with ARP money.

### **ROAD AND CEMETERY:**

- **Fuel Tank Meter Logging:** Trustee Cotner inquired about the type of meter on the current fuel tanks. Specifically, he asked if there is a digital meter that gives the total amount of gallons in the tank. Road Superintendent Shafer explained the numbers roll and calculate; it rolls as you are fueling; it is not digital. He explained it is a one-thousand gallon tank, with two compartments: approximately 750 gallon capacity for the diesel side, and approximately 250 for the gasoline side. He also explained the township receives a print-out when fuel is delivered which shows the quantity, and then the meter is set back to zero. Then, as fuel is dispensed, they know how much fuel is dispensed. There is also a meter at the bottom that shows how many gallons have been dispensed from the pump. But there is not a float to indicate how many gallons are in the tank. Trustee Searle explained that he was working on creating the fuel policy, so he needed to meet with Tom Shafer to observe how the fuel tank meters are set-up and how they work. It was determined they would find a time to meet.

Additional discussion was held regarding the type of fuel meter system that RD Holder was recommending, and Tom Shafer said the representative was preparing a quote for the township to

## RECORD OF PROCEEDINGS

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

October 27, 2021

*Held 6:00 PM*

review. The trustees are amenable to reviewing this information. The cost is approximately \$5,000, which is a lower cost than several years ago.

- **Additional Gravel Purchase:** Road Superintendent Shafer explained that the cost of materials, gravel and trucking are going to increase in the new year; therefore, he'd like to purchase additional stone in the current budget year. He has the fund information to provide to Fiscal Officer Wyne, and estimated the cost for an additional delivery to be \$24,000, which is available between two of the Road funds. It was also noted that Liberty Township would be reimbursing Greenfield Township on the chip/seal/asphalt project, and that money will go back into this fund; however, the money won't be available for use this year. Trustee Searle inquired about the salt situation; Tom reported he is at 80% capacity; 400 ton had been purchased for the 2021/2022 season. Trustee Cotner made a motion to allow the Road Department to spend up to \$24,000 from fund 2192 to purchase gravel for the tar and chip project for next year. Trustee Searle seconded the motion.

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

- **Bill Payment to SCA:** Road Superintendent Shafer asked for a motion to pay SCA (Sweeping Contractors of America) - a road sweeping company he used during the chip/seal project. Excess stone had to be swept and removed from Brook Road, and the Liberty Township sweeper was not available to be used by Greenfield. The amount is just over \$2,000. Trustee Kosch made a motion to pay SCA up to \$3,000 for the work they completed on Brook Road. Trustee Cotner seconded the motion.

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

- **Equipment Vandalized During Chip/Seal Project:** Road Superintendent Shafer explained he believed he had reported this previously, but was doing so again. During the first night of the chip/seal project, the stone chipper and Liberty Township's broom were parked in Baugher Cemetery, and they were vandalized. There were two flat tires on the stone box, as well as four flat tires, and a cut battery cable to the alternator and to the starter on Liberty Township's broom. The tire also came off the rim due to the weight of the machine. Tom called Mid-State Tire who reinflated the tires. The cut cables were also repaired. Tom explained once everything was repaired and they could get back to work, he sent Doug to Tractor Supply to buy a trail camera for \$149. He was able to link it to his phone so he could receive pictures. He also hid the camera on a pole, so even if the camera was stolen, Tom would still have the pictures. He confirmed he did not file a police report; nothing was stolen. The bill from Mid State was \$140, which Tom thought was generous/lower than normal. This incident cost four and a half hours in lost time and lost wages due to waiting for repairs to be done. The trail cam will be used in the future when equipment needs to be stored off property.
- **Asphalt Projects for 2022:** Road Superintendent Shafer explained he would be meeting with Bruce Weir, sales associate from Asphalt Materials, regarding the potential projects needing completed in the township for 2022. Tom is recommending the following projects to the board: Victor and Call Roads - the joints either need saw-cut out or ground out and refilled. He'd also like to do a chip/seal and then

## RECORD OF PROCEEDINGS

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

October 27, 2021

*Held 6:00 PM*

microsurfacing on it. He also gave the following estimates for microsurfacing only (no expansion joint or chip/seal work) for the following areas:

- Victor Road - \$25,300
- Call Road - \$10,000
- French Hill Court - \$17,300
- Paulina Drive - \$8,700
- Greenfield Estates - \$72,800

Discussion continued regarding the type of work recommended, the areas that need attention, and the manpower needed to complete the projects. Trustee Searle reiterated the information regarding the grant program the township is involved in, and invited Tom to meet with the representatives when they present their information, as there may be grant money available for road projects.

Fiscal Officer Wyne reminded the group that none of these road projects are included in the budget for 2022, which needs to be finalized by the end of 2021.

Trustee Searle moved that the board go into Executive Session to discuss premium pay through the ARP funds/personnel compensation. Trustee Kosch seconded the motion:

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

Executive Session was entered at 7:33 p.m.

Trustee Kosch made a motion to return at 8:03 p.m, Executive Session; Trustee Searle seconded the motion. Trustee Searle noted no action was taken in Executive Session on the subject at this time.

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

Trustee Kosch made a motion to adjourn; Trustee Cotner seconded the motion.

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

The meeting was adjourned at 8:03p.m.