

RECORD OF PROCEEDINGS

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

November 10, 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 27, 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 Cotner 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.

- Fiscal Officer Wyne stated that the October Bank Reconciliation has been completed for the Trustees' review and signature.
- Fiscal Officer Wyne advised at the last meeting she was questioned regarding Baugher Cemetery being delinquent in tax. She advised that the township building and cemetery were exempted; however she would talk with Josh at the Fairfield County Auditor's office. Josh advised that Baugher Cemetery has a special assessment that was put on by the Hunter's Run Conservancy District. Fiscal Office Wyne was advised that the tax paperwork was sent to Baugher Cemetery, % Greenfield Township, PO Box 439, Carroll Ohio 43112. Josh stated it is noted that the mail was returned to the Fairfield County Treasurer's office. I advised that I have been at Greenfield Township since August of 2016 and have never received any information on the taxes nor was she aware of a PO Box for Greenfield Township. Fiscal Officer Wyne spoke to the Postmaster at the Carroll Post Office who advised that Box 439 was closed by a Tracy in 2011 and by a Jennifer in 2018. She will contact the Treasurer's Office with an updated PO Box. She also wants to find out who gave them that address and how long the assessment is on there for.
- Trustee Cotner made a motion to pay the bills associated with warrants 34381 through 34415 and Electronic Debits 118-2021 through 129-2021 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 Kosch seconded the motion.
ROLL CALL: Cotner: Yes Kosch: Yes Searle: Yes Motion Passed 3-0

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- Trustee Cotner made a motion to approve Resolution 2021 11 10 01 for the following transfers of funds:
\$9,600.00 from fund 2191-220-190-0011 to fund 2191-220-221-0000

Trustee Searle seconded the motion.

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

- Fiscal Officer Wyne stated that the Fairfield County Township Association Meeting is November 13, 2021 at 6:00 p.m. at the AAA Building - Lancaster Fairgrounds. Trustee Kosch stated he would plan to attend.
- Fiscal Officer Wyne stated that she is going to be meeting with Brian Carter regarding township investments with 5/3 between now and the middle of December, and was wondering if any of the Trustees were interested in attending; and if so, they should send her their schedule of availability by Friday, November 12.

PUBLIC

- **Carroll Community Festival 2022 - Potential Fireworks Location:** June Queen presented information regarding fireworks potentially being held at the Carroll Community Festival in August 2022. The Festival Committee met with Hamburg Fireworks to get a cost, and now they are looking for a location for the fireworks. The committee also met with Shawn Haughn, Superintendent of Bloom Carroll Schools, to consider using school property. This would be an additional cost of \$1,000, and also some logistical issues to be considered. The committee also discussed using the Greenfield Township Office property. Discussion continued regarding the township property location, logistics, and liability issues for the township. It was determined that a meeting will be scheduled with Hamburg Fireworks, with Fiscal Officer Wyne, Chief Smith and June Queen attending; anyone else wishing to attend may do so. This will be held at the township office so Hamburg can see the location being considered for the fireworks. Fiscal Officer Wyne advised once a meeting with Hamburg Fireworks occurs she will contact OTARMA for their recommendations.

ZONING DEPARTMENT: Zoning Inspector Barbee reported on the following items:

- **New Permits with Dollar Amounts:** An updated list was distributed for review. She will be asking the prosecutor's office about posting this on the website. Other townships do not have this information posted.
- **Zoning Software:** She found out from talking to other townships, as well as attending a recent OTA training, that the IWorks software is what is generally used. This is what Greenfield Township currently has. It is cloud-based, which is an advantage. She'll look into it further as time allows.

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- **Zoning Fee Schedule:** There have been questions on solar panels on residential houses, as well as cell phone tower modifications. A flat fee of \$150 was charged, but the check has not been collected yet (Bloom has the same practice). She is most concerned with receiving the paperwork on these fees. There is nothing in the zoning code currently regarding residential solar panels. It could become more of a concern in the future if land is being purchased for solar panel fields. Discussion continued regarding having more flat fees for zoning permits. There is a box on the current form for “miscellaneous” fee.
- **RPC Recommendations - Auman Landscaping:** This information was distributed. Fiscal Officer Wyne confirmed that the information received in the office had been sent to all Trustees and Caitlin.
- **Magnetic Sign for Zoning Inspector Vehicle:** She shared the sign design for her vehicle when she is on official business. Two of the magnetic signs will cost \$45; these have not been ordered yet.

Trustee Searle inquired about the flat fee charge for the towers and panels. Zoning Inspector Barbee noted the zoning application does not marry up with the fee schedule, although there is a “miscellaneous structure” box on the application. She has not received the check for either the tower maintenance or solar panels. After further discussion, Trustee Cotner made a motion to approve a \$150 fee for miscellaneous structure - cell towers and solar panels. Seconded by Trustee Searle

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

Trustee Cotner raised the issue of sending additional items to the Zoning Commission for their review and actions, including solar panel fields. Also, anyone building without a permit can be charged up to four times the amount of the necessary permit.

Additional discussion continued regarding wind turbines and wind energy conversion systems. General consensus was that a moratorium could be enacted to keep them from being built in the township.

- **Zoning Enforcement and Violations:** Zoning Inspector Barbee reviewed the basic information the Board already had on file concerning 2185 Rolling Hills Street - storage units built and owned by Walter Beatty. Lengthy discussion was held concerning the facts of the issue. At this point, the prosecutor’s office recommends sending Mr. Beatty a letter of violation, and notifying him to pay the appropriate fees. She will copy the Board on this letter.
- **Lines Property:** Zoning Inspector Barbee noted they do not currently have a conditional use on the property. The Zoning Commission had voted no, and told him to file a conditional use permit, which was not done. She confirmed a letter will be sent to Mr. Lines.

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- **Board of Zoning Appeals Membership:** There are currently seven members on the roster, however, two of them have not attended for several months: John Reef and John Starner. It was determined both would need to resign before any new members can be added. Trustee Cotner stated he could call John Starner. Fiscal Officer Wyne asked if the Board wanted her to get in touch with John Reef? Trustee Searle stated that there is a due process to remove individuals and Wyne confirmed that a hearing has to be held. Trustee Kosch noted he is aware of someone who is interested in serving, and Zoning Inspector Barbee also has been contacted by someone who would like to serve on the Board. Both of these gentlemen would need to send a letter expressing their interest in serving on the Board.
- **Zoning Commission Names:** Zoning Inspector Barbee has been contacted by a realtor/developer who is interested in rezoning a property to PUD, and has asked for the names of those on the Zoning Commission. The Board agreed the names should not be released. If this person submits a formal records request, it can be dealt with through that channel.

Trustee Cotner also noted that the Zoning Inspector is not required to answer questions from realtors about how properties are zoned. They should be referred to the Fairfield County Auditor's Office.

Lt. Reaves also presented an issue with a property on Election House Road with potential violations. He will reach out to consult with Zoning Inspector Barbee concerning the zoning for that property.

ROAD AND CEMETERY: Road Supervisor Tom Shafer noted the following items:

- **IT Concerns:** Tom reported IT Consultant Bill Cipparone was installing some programs on his new computer. Tom suggested the county GIS program should also be installed on Zoning Inspector Barbee's computer to assist with zoning work. Tom said he's tried Google Earth; however, it doesn't give addresses or track lines. Tom stated the county may need to be involved to get a program installed; Bill is investigating this possibility.
- **Cemetery Fee Increase:** Tom raised the issue of the increase in cemetery fees that was discussed in the spring; however, at that time, no decision was made/no vote taken. The fees were determined at that time (special meeting); however, the schedule was not drawn up for approval. Tom now has the new fee schedule ready to be approved. It was determined Tom will make copies of the new fee schedule for review, and provide this to the trustees for approval at the next meeting.
- **Water Issue:** Tom reported a water issue caused by a leaking iron filter. After the system was originally installed, the first filter (two years old) sprung a leak at the neck and leaked all over the shop floor. The company came back and replaced the tank. Tom has contacted three companies about the current issue; one was the installer of the original system; however, they had not responded until today, and he had already spoken with two other companies: McBride and Saltworks. McBride wants to replace the entire system so everything matches, at a cost of \$4,400. Saltworks (Kenny Little) came to

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investigate last Friday. He disassembled the tank from the unit and found three hairline cracks at the top of the fireberglass neck which he cannot fix. He gave a quote of \$1,495 to replace only the tank, which he has available. Trustee Searle made a motion to have Saltworks replace the tank, up to \$2,600. Trustee Cotner seconded the motion.

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

- **Cemetery Mower Replacement:** Tom reported he has requested quotes to replace the cemetery mower for next year, and all are in the \$14,000 range. This includes Kubota, John Deere and Ferris models. The trade-in for the old mower is estimated at \$2,000-\$2,500 range. This would mean the new mower would be in the \$12,000 range. Discussion continued regarding what funds are available at this point in the year in the budget, and funds that may need to be moved (approval for increase would need to be sought with the Auditor's Office). Fiscal Officer Wyne reminded the Board the current budget ends December 31, 2021. She also advised that nowhere during the process of her doing the estimated budget for 2022 was it brought to her attention for a new mower and advised pre planning would help. She asked if she missed something as she doesn't believe there have been a lot of repairs to the mower. Tom advised not yet just mainly belts. He advised that the mower has 1200 hours and is about 5 years old. Trustee Searle also stated that it is a big hit for the cemetery budget every five years since it does not generate money. Fiscal Officer Wyne stated somewhere down the road the Township is going to have to think about putting a levy on for upkeep of cemeteries.
- **Victor Road/Kull Road Improvements:** Tom reported he has established an estimate of \$50,000 for these improvements which were discussed at the last meeting. This includes the microsurfacing and repair of the joints; this estimate does not include preparation of the surfaces; Greenfield will chip seal ahead of the microsurfacing. A portion of the funds will come out of fund 2192 - road and maintenance. Tom stated he is working with Bruce Weir of Asphalt Materials to determine the needs for this project.
- **Foundations/Cemetery/Road Work:** Trustee Searle asked about the status of the foundations which were not poured in October. He did note that Tom was out for three weeks in October due to illness. Tom stated the foundations are being dug at this time. Trustee Searle expressed his concern regarding training for Jeff Bondurant, full-time Road Department employee, to include the cemetery program, and any other duties that need to be completed, should Tom be absent. This could include a supervisory wage, if and when these duties need to be completed. Tom noted that Jeff had built all the frames for the footers that needed to be poured, and they were ready to go. Additional concerns were expressed regarding the need for Jeff to learn the computer programs and the phone system in order to complete the Road and Cemetery duties in Tom's absence. Trustee Searle noted the winter season would be a good time to conduct the training.

Trustee Kosch inquired about Jeff's cell phone which needs to be returned to the township so the Zoning Inspector can begin using it. It was noted the telephone number will be changed before the Zoning Inspector receives it. Tom said he would get with Jeff to get the phone returned on Friday.

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Trustee Kosch also raised the issue of a potential additional part-time employee, Tom Belcher. He has a CDL license, and could work and drive as needed, starting in February 2022. Trustee Kosch had also contacted the school to get information on potential high school students who could work in the summer; he is waiting on a return call. He also raised the issue of hiring either a seasonal employee, or another full-time employee. Fiscal Officer Wyne suggested a planning meeting needs to be held ahead of the next budget deadline in order to plan for all of these potential needs.

She also inquired about Doug Shaw's employment status, as he has not worked for the last few months and is still on payroll. Tom stated he would contact him to find out his intentions with working over the coming months.

Fiscal Officer Wyne also asked Tom for the invoice for Liberty Township so the payment can be processed. She also confirmed that the contract had been received from Liberty Township.

Trustee Kosch also raised the issue of gathering information on some of the subdivisions for needed road repairs in the next year.

FIRE DEPARTMENT: Chief Smith reported on the following items:

New Part-Time Firefighter: A new firefighter was interviewed, and Chief Smith asked for a motion to hire Jack Schumacher, upon receipt of a successfully completed background check and physical. He will be paid at a rate of \$12.50/hour as a paramedic. Trustee Searle made a motion to hire Jack Schumacher upon receipt of successful background check and physical. Trustee Cotner seconded the motion.

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

Meeting with County Grant Writers: Chief Smith reported he will meet with the county grant writers on Friday. At the meeting he recently attended, they focused on federal and state grant information, as well as some local grants, and all of this will be available to the whole township, including roads and fire department.

Community Activities:

- CPR Training at Shalom church on Saturday, November 13, 2021
- Lancaster Holiday Parade on Saturday, November 20, 2021
- Next week - ISO Meeting - which will hopefully lower rates for homeowners.. This includes checking hydrants, inspections, trucks, training, etc., and then the department will be rated. Lt. Reaves noted approximately 90% of the paperwork is done. Some statistics and software still need to be pulled. The current rating is a five.

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FROM THE TRUSTEES:

- **Potential Purchase of New Medic with ARP Funds:** Trustee Searle raised the issue of some Fairfield county fire departments being able to purchase a new medic with ARP funds. Chief Smith noted GTFD's second medic is 20 years old. Due to COVID restrictions, as well as the availability of parts for the older medics, the county prosecutor's office has been able to justify using ARP funds to purchase new medics. It was also noted that it takes approximately 18-24 months to build a new medic once it is purchased. Chief Smith noted the average price is in the \$230 to \$250,000 range. He also stated a new medic is a benefit to the community, with 90 percent of the runs being medic runs. Discussion continued regarding additional monies being available in the ARP funds, as well as additional grant money. This money would also be available to the Road Department. The grant writing group would determine the need and find the available grant monies, and then write the grants. Chief Smith confirmed a letter of justification from the prosecutor's office would be obtained if the purchase of a medic was approved.
- **Fuel Card Account Policy:** Trustee Searle stated he had discussed the draft policy with Chief Smith, Fiscal Officer Wyne and Road Superintendent Shafer, and all were in agreement that the policy would work for them. He noted one change for the Road Department, which would involve keeping two separate logs, one for gasoline and one for diesel fuel; Tom was in agreement with this.

Trustee Searle made a motion to accept the "Fuel Inventory Usage and Fuel Card Account" policy; Trustee Cotner seconded the motion.

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

Fiscal Officer Wyne confirmed she would print the policy on the Greenfield Township letterhead from the Word document sent by Trustee Searle.

She also noted she would set up an account so that the fuel bill can be paid on-line to avoid potential late fees being charged on this account. She advised that Township has not been charged late fees for fuel but she is aware other townships have and the fees are not pretty.

Trustee Searle stated he noticed a couple late fees recently and Chief Smith explained that they were for Local Waste trash bills since the department did not receive their monthly invoices. Chief Smith is going to contact them to see if those late fees can be credited. Fiscal Officer Wyne also noted the Local Waste bill could be paid on-line to avoid late fees.

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FROM THE TRUSTEES

- **TID Meeting:** Trustee Searle attended the Transportation Improvement District Meeting on October 28, 2021. ODOT is doing a study regarding adding a third lane to Route 33 from Pickerington Road to Petzinger Road in Columbus. It is a \$40 million project. Fairfield County TID wants to make this a priority.
- **Carroll Community Center Contract:** Trustee Cotner reported he had spoken to the mayor directly before the Trustee meeting, and he believes they are going to sign the new lease.
- **RPC Meeting:** Trustee Searle raised the issue of someone attending the next meeting in order to address the Rolling Hills project, as he feels it was not handled properly; the county should not have approved it without reaching out to the township. The goal is to keep this from happening again. Zoning Inspector Barbee stated she typically listens to the meetings, and Trustee Kosch typically attends.
- **Airport Road Project:** Trustee Searle noted the article in today's paper regarding this county project potentially being a 120,000 square foot building. Zoning Inspector Barbee stated there is 153 acres there. She went on to state that because the actual address is on Old Columbus Road, which has been identified in the comprehensive plan as a major business thoroughfare, the right-of-way has to be set back 50 feet, and it is currently at 45.5 feet. They have agreed to apply for a variance. Zoning Inspector Barbee had contacted the prosecutor's office, and they responded that there is an Attorney General's opinion which essentially states the county does not have to comply with township zoning requirements. She has notified the BZA of this upcoming hearing, tentatively set for December 1, 2021.
- **Premium Pay:** Fiscal Officer Wyne reported she had received word that the benefit portion can be paid from ARP funds. Trustee Searle asked if there was any issue with him meeting with Local 4422 to discuss some different options. Both of the other Trustees were ok. Trustee Cotner advised then a special meeting could be called to discuss. Trustee Searle stated he doesn't believe a meeting will be needed. We only have 3 more meetings to get this done.

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 7:59 p.m.