

RECORD OF PROCEEDINGS

Minutes of Greenfield Township Trustees Meeting

November 12, 2025 - Held 6:00 PM

The Greenfield Township Trustees met in regular session at the Firehouse. Trustee Cotner called the meeting to order at 6:00 p.m. Trustee Cotner led those present in the Pledge of Allegiance. Dave Cotner, Lonnie Kosch, and Kent Searle were in attendance.

- Trustee Cotner presented the minutes of the October 22, 2025 Trustees Meeting.
 - Discussion: Do not include items on the agenda unless they are discussed in open meeting; Jennifer (Sitterley) asked for explicit instructions on what to include from agenda and what not to include and whether agenda is to be referenced as public record or not. The Agenda is a Guideline for the Fiscal Officer and not a part of the meeting minutes unless actually addressed at meeting.
 - Kosch made motion to approve with deleted agenda item on top of page 2 about Sitterley being hired to take minutes.
 - Second by Searle.

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

From the Fiscal Officer: not present.

- Cotner presented Motion to Pay Bills:
 - Warrants: 3888-3896
 - Electronic Debits: 257-2025 to 265-2025
 - Motion to pay by Searle, second by Cotner.

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

- Cotner presented Motion to pay Purchase Orders.
 - Motion to pay by Cotner, second by Searle

ROLL CALL: Kosch – Y Cotner Y Searle – Y Motion Passed: 3-0

- Cotner presented OP&F issues from 2023: Tomorrow Jessica (Kull) is meeting with OP&F and Payroll Vault rep, then will discuss on where to go from there. Will set another meeting after tomorrow's meeting with OP&F personnel, Payroll Vault representative, Trustees and Jennifer Sitterley.

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Zoning Department: Jeff Williamson, Zoning Inspector, presented the following business:

Attached report (with exhibits):

- **Future meetings:** 11/18 R-1 to R-3 ZC Hearing, 11/19 Rockmill review, 11/24 Trustee meeting. Will go to Rockmill Brewery to meet again.
- **Past Meetings:** 11/4 RPC, 11/11 Zoning Commission meeting & hearing, 11/12 Zoning & Drones Seminar – was interesting.
- **Zoning Certificates Issued since last Trustee Meeting:** two (2) issued today, so four (4) total
- **Violations/Complaints since last trustee meeting:** Zero (0)
- **Property Visits and Inspections:** 5677 Shady Oak, 3569 Carroll Southern, 2269 Carroll Eastern, 0 Old Columbus
- **General:**
 1. Adam DeLong from DeLong Properties LLC is here tonight from Singleton Construction Company Planning Rural Business (for an amendment moving operations to the barn). Change was done where moved from house to barn back in 2023. Looking at emails, there appears to be a misunderstanding where Adam thought it was approved by way Tom (Erlenwein) answered, but was never brought before Trustees. Adam is here to address it, I (Jeff) was out a month ago and everything looks good, improved concrete driveway, etc.
 - ADAM: handout reference point. Apologies for miscommunications, essentially plan was at house, moved out of barn for additional space, made sure not structurally damaging. Main things included: partitioned perimeters, added carpet, added bathrooms, improved driveway, parking lot, HVAC, septic through proper county channels, will max out at 45 employees. Site plan picture on handout. Farm was existing on property, top circle is the old place, bottom circle is where we moved. Visual representation of what we did to barn, last page is septic approval – signed by county. Here to answer any questions.
 - Kosch: 4730 Wilson Rd NW is the address (for the record)
 - Searle: PRB, is that right, Jeff?

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- Williamsen: yes
 - Cotner: (so he's) asking for an approval to amend Development Plan
 - Searle: Motion to approve request at 4730 Wilson Rd NW to amend development plan (as presented)
 - Kosch: second
 - ROLL CALL: Cotner Y Kosch Y Searle: Y
 - Motion passed: 3-0
2. Terms expire 12/31: Dave Bichard (BZA), Jill Maiher (ZC)
- Searle: Dave (Bichard), you want to stay on?
 - Bichard (in audience): yes
 - Searle: (expect to) re-approve both at the first meeting January 2026.
3. 3076 Lithopolis: On 2/2/2022 the ZC recommended approval to change the parcel from Highway Business to Rural Residential. On 2/23/2022 the trustees approved the zoning change. The Zoning map still reflects the parcel as HB.
- Williamsen: there's some businesses interested in it and they believe it's HB but it's not
 - Cotner: go to the map room to get it changed
 - Searle: do you have the minutes from where the change was made?
 - Williamsen: yes, they're attached (shows Kent page). The way I did it (previously) was I sent to RPC and the minutes to the map room and they made the change there. Anything further? (no)
4. Notifications for Zoning Meetings/Hearings: Last night The Zoning Commission had a hearing on the Resolution to use our website for hearing announcements – it was approved. Next step is board of Trustees sets up a hearing to cover the resolution.
- Searle: so we are currently advertising in the newspaper until we get this passed?
 - Williamsen: Yes, until about Thanksgiving
 - Searle: so we're talking the first week of December?
 - Williamsen: Yes
 - Discussion on dates for Trustee Hearing: **Monday, December 1st at 6 pm at the Firehouse** - approved by all Trustees

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- Searle: did anyone show up for the ZC public hearing?
 - Williamsen: Alyson (Cupp) was here
 - Searle: that is probably what we will have here
 - Williamsen: there was also a guy that lived across from the K9 place that showed up (for ZC mtg) but left before the hearing.
 - Searle: I don't see what anyone would object to it

- 5. Issued Permanent Conditional Use – Expanded Home Occupation to COMO, 2268 Carroll Eastern (73-2023). This was a landscaping company (from 2023), took this long for them to (abide by) the way the BZA wanted. Had to put all equipment inside a building – achieved it a couple weeks ago .
 - Searle: which property?
 - Williamsen: 2268 Carroll Eastern – the mailbox with the antlers
 - Searle – so all has been approved?
 - Williamsen -yes, don't need to worry about it anymore

- 6. 48-2025 R-1 to R-3 for the Babamov property on Old Columbus. Commission Hearing scheduled for 11/18

- 7. 43-2025 Greenfield K9 Performance Cetner at 463 Pleasantville hearing on 10/14 is continued to 11/25

- 8. Model Zoning Code: working session completed. RPC will re-issue comparative study based on input at that meeting. There's a lot of documentation that comes out of that; it's expected to have something to review by the end of this week.

- 9. I would like to propose that the money left at the end of the year for Accounts 1000-130-150 and 1000-130-190 be allocated in 2026 for this conference room to add video monitor(s), a credenza for storage and possibly a new podium. Currently those funds are at approximately 50% and 60% respectively as of 10/22/2025.
 - Williamsen: there's about an \$18,000 balance not expected to be used by end of year. Brad (Smith) and I discussed; if money is an issue, we can use these accounts to put towards modernizing this room.
 - Cotner: wouldn't we use general fund for that?

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- Williamsen: these funds will go back into general fund if not used
 - Kosch: the money would go back into general funds and then go back out to zoning for next year.
 - Searle: I believe it stays in zoning as a carry over to the General Fund. We've been down this road before with cemetery and road funds and we can't commingle by departments. Do you have any idea how much it would cost?
 - Smith: we can use (our) funds but since Zoning uses this room as well, his stance is valid.
 - Searle: I don't think it is, any idea of cost?
 - Williamsen: depends if we do ourselves or use someone else
 - (Dawn) Wyne (audience): zoning is a general fund, it's not broken down at this time. Zoning was never broken down like fire and roads; it's in the general fund 1130, right, Jeff? There is not a fund line for Zoning.
 - Williamsen: yeah
 - Wyne: 1130 is zoning, it's coming from general fund
 - Kosch: But coming from a budget at this time for 2025, right?
 - Williamsen: the county commissioners do it
 - Wyne: (township) can move it into miscellaneous 599 fund and pay it that way; Transfer out of salary line to miscellaneous and it can be done.
 - Cotner: get a price and we can figure it out, good with that?
 - Wyne: or Brad (Smith) can pay half
 - Williamsen: thanks, that's all I have.
- Kosch: Question – on Old Columbus, the submission of the application was in architect's name? Shouldn't it be XYZ?
1. Williamsen: I have a letter from owner allowing him to represent him
 2. Kosch: I thought we couldn't do that
 3. Williamsen: attorneys do it and we allow it
 4. Kosch: as long as it's legal
 5. Williamsen: most everything I have is "on behalf of"

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- Kosch: Do we have an update on the Mithoff and Brad Hutchinson lawsuit?
 1. Williamsen: no, I don't have anything. I think next hearing date is end of this month. Whether that happens or not.
 2. Kosch: Who do they actually contact? Zoning Inspector or Fiscal Officer?
 3. Williamsen: Jessica (Kull) is getting the updates. I haven't heard anything from her recently
 4. Kosch: I don't think anyone has heard from her. I don't know anything about the Savvy check; Jennifer (Sitterley), do you know? (Jennifer shakes head no)
 - Cotner: I don't know for sure the amount
 - Kosch: up to \$4,000. What was the amount?
 - Cotner: the check was signed (by Kosch) the same night we had the land use plan
 - Kosch: I'll check the amount.
- Kosch: (to Williamsen) I haven't received any (webpage notices), maybe four times since September about anything. Do you (Williamsen) put that out or does the Fiscal officer?
 1. Williamsen: Savvy is done by Jane or Jessica, I do the email
 2. Kosch: do you want to do the email? Its not a part of zoning.
 3. Williamsen: of course I'd rather not
 4. Kosch: should we turn into fiscal officer or office to do it?
 5. Williamsen: they certainly could, I can work with Jane.
 6. Kosch: that would be good, I haven't received anything
 7. Williamsen: we have a calendar
 8. Kosch: that's all I have

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Road and Cemetery Department: Tom Shafer, Road and Cemetery Superintendent – sick and not present.

- Cotner presented Resolution 2025 – 1112: Cotner read resolution: Culvert Project – approve a change order for various culvert projects. March 26, 2025, awarded a contract bid in the amount of \$174,440.14. Fairfield County Engineer requested a change order in the amount of \$148,213.14.
 - Motion to approve by Searle
 - Second by Kosch

ROLL CALL Cotner Y Searle Y Kosch Y Motion passed 3-0

- Cotner presented OPWC has a form that needs signed by Lonnie to authorize disbursements.
 - Request #2 for CQB Project 13AB the amount of \$26,940.91
 - Searle: disbursement
 - Kosch: culvert project we just had finished
 - Cotner : we just need to pass it
 - Kosch: (Kull) needs to write a check, that way county is done with that
 - Motion by Kosch
 - Second by Searle

ROLL CALL: Cotner Y Searle Y Kosch Y Motion passes 3-0

- Cotner presented Request to approve cemetery deed for \$1,000. Cemetery lot 131B at Greenfield Township Cemetery, Grave 1-2, by Anita Swartz, 529 West Mulberry Street, Lancaster, Ohio 43130.
 - Kosch: just need to sign it (passed around and all signed)
- Cotner: Any questions for Tom?
 - Kosch: I'll see him tomorrow
 - Cotner – probably not, he's pretty sick
 - Kosch: A complaint form was received from Kim Wickham, 5965 Havensport Drive regarding mailbox washed out. Also, received an email from Jeremiah Horn (who) works for uniform company for Cintas – (Kull) gave him my number to call about uniforms and see when our contract is up with the company we have now and see if we need to change it or compare quotes. I had asked Tom for the contract info, pricing, etc. earlier this year.
 - Searle: I have nothing.

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Fire Department: Chief Brad Smith reported on the following business:

- Smith: I don't have much, I do have a part-timer resigning, Drennen Landenberger, resignation effective immediately, being in paramedic school he can't manager all the hours.
- Searle: I move that we accept his resignation immediately
- Kosch: I second

ROLL CALL: Kosch – Y Cotner Y Searle – Y Motion Passed: 3-0

- **Event wise** – next Saturday (**November 22**) is our Turkey supper from 4-6 pm, hopefully we have a good turnout.
- **Lastly** – most likely will have two full times put in their resignation as well, not sure when that will happen, put on your radar for now
 - Cotner: Where (are they going?)
 - Smith: Harrison and violet most likely
 - Searle: hate to hear it
 - Kosch: due to money?
 - Smith: the ones on the line have taken positions elsewhere
 - Searle: down to 7, hate to see that
- Cotner: anything (further) for Brad?
 - Kosch: We need to set a time for a contract meeting
 - Smith: (I have) dates written down if you need them, if that helps
 - Searle: 14th, 17th, 18th,
 - Kosch: 14th I can't, 17, 18, 20th, and 21
 - Searle and Cotner – 17th works
 - Cotner: what time?
 - Searle: 6 and not a public meeting - contract negotiations
 - Kosch: What time?
 - Searle: 6, right here (firehouse)

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From the Floor:

- Dawn Wyne – requested trustee’s packet, Jeff (Williamsen) – do you have 11/25 hearing continuation for K9 posted yet?
 - Williamsen: no, not yet, scheduled to go out Friday
 - Wyne: (to Williamsen) you talked about resolution from last night, if that goes through, will you reduce the fees if it goes on website? When fee was \$1200 for variance, that included (the fee) to put it in newspaper. It is a minimum of two hearings.
 - Williamsen: some are being continued
 - Wyne: you can’t count on that, you’re not supposed to make a profit on hearings, variances, etc.
 - Searle: it’s going to cover more than that, public hearings for trustees and zoning commission, so all that needs advertised, we haven’t looked at that yet, just trying to get out of putting in newspaper; point taken

From the Trustees:

- **Cotner:** (Our) next meeting is **MONDAY November 24th** (due to Thanksgiving). We have not heard back from Jeff Fix (County Commissioner) and Pete (Griggs from Brosius, our attorney, are meeting with their attorneys (scheduling is challenging)
- **Kosch:** have we heard anything about civic center?
 - Cotner: Lacey Kraner (gave an estimate/appraisal) of \$225,000 and (we would) have to sell the entire thing. I haven’t talked to the preacher from the church yet.
 - Searle: Tom (Shafer) proposed to keep the bays for storage
 - Cotner: (I) wanted to too, but we would have to sell it all. It’s the church behind the Fillin’ Station.
 - Searle: The Baptist Church? They’re looking at \$225,000?
 - Cotner: they talked to the Mayor (Jerry Fleshner), but I can’t get ahold of him. I know someone that goes to church there, I’ll have to (contact them).
 - Wyne (from floor): Wouldn’t you put that out for others to make an offer?
 - Cotner: we can
 - Kosch: (we need to) get advice from the Prosecutor, probably put out for auction or bid, that’s how we had to do it before for equipment, vehicles, etc.
 - Williamsen: Tom (Shafer) is not anxious to move all his stuff out
 - Cotner: he (Tom Shafer) has no room

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- Kosch: we talked about insurance with Jim Organ, from Burnam and Flowers, but the person was out (that) makes decisions about it. We have time before next meeting. The people on this option have saved the township a lot of money. We have time.
- Searle: (I have) a few things: We have a check in the packet from Jessica Kull for \$5,818. What is it for?
 - Cotner: she needs to have a meeting then we can (discuss) that.
 - Searle: is it the out of class over-payment? Why is it in the packet with no explanation?
 - Cotner: She thinks she was responsible
 - Searle: it was probably an honest mistake, it should come from the firefighters that were overpaid
 - Cotner: she's going to have a meeting (with Payroll Vault and OP&F?) then we can have a meeting with her and Payroll Vault and discuss it. Discussion to be continued.
- Searle: I'm not against this, but there was a check written to Company Wrench for \$1,800 for equipment rental for flooding, but as far as I know it's never been approved. Can anyone explain?
 - Kosch: Tom (Shafer) took out pipe that was damaged and it was expressed that it would be no charge to the township; I said we cannot do that because Jennifer (Sitterley) was running for office, it could be a conflict. It has to be upfront approach. He never got back to us about a price.
 - Searle: I support this but we have to do it the right way, if so. I'm prepared to make a motion to do it the right way. Rental equipment on Brook Road for culvert wash out. It was a single bill. We can't write checks and pay contractors without approval.
 - Cotner: we just now approved culvert things
 - Motion by Searle to approve payment of equipment rental for Brook Road up to \$2,000 (because exact amount unknown)
 - Second by Kosch

ROLL CALL: Kosch – Y Cotner Y Searle – Y Motion Passed: 3-0

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- **Searle:** we have a TIF on all business properties in the township, some are being developed right now (and we've) not enacted any of them. Getting close to the end of the year, we need to enact the one behind Waffle House and the apartments. Get ahold of the attorney that did them and do it before the County increase(s) property value and get income from that.
 - Cotner: I understood that the builder could file something to get rid of the TIFs altogether.
 - Searle: We don't know about that.
 - Searle: we have these in place and haven't enacted and this is exactly what they are there for
 - Cotner: I heard we wasted our money because they can file and get rid of it
 - Searle: what is the name of the attorney that set these up for us?
 - Kosch: I don't know if I have it on my phone
 - Wyne (from floor): it was towards the end of December
 - Searle: December of 2023 (?)
 - Wyne: it was a special (meeting) I think – December 30, 2022. (Attorney was) Chris Connelly
 - Searle: are you (to trustees) ok with us contacting him?
 - Cotner: yes, we paid him like \$5,000, then found out our TIFs weren't any good. I'm good with that, go ahead and do that.
- **Kosch:** I think we ought to record our meetings again, all township and zoning and (BZA) meetings (Motion to record trustee meetings)
 - Cotner: zoning doesn't record
 - Wyne (from floor): they have to record hearings
 - Searle: only thing to change is trustee meetings
 - Cotner: I second (Kosch's motion)

ROLL CALL: Kosch – Y Cotner Y Searle – Y Motion Passed: 3-0

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Executive Session:

Trustee Searle made a motion to enter executive session to discuss litigation, to include Zoning Inspector (Jeff Williamsen). Second by Cotner.

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

Entered executive Session at 6:58 pm. Attendees included: Cotner, Kosch, Searle, Williamsen

Exit executive session: 7:07 p.m.

Searle: purely discussion, nothing to decide.

Adjourn:

With no further business to come before the Board, Trustee Kosch made a motion to adjourn; Trustee Cotner seconded the motion.

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

The meeting adjourned at 7:08 p.m.

Respectfully submitted,

Jennifer Sitterley, by assignment