

**RECORD OF PROCEEDINGS**  
*Minutes of Greenfield Township Trustees Meeting*  
November 21, 2025 - Held 3:00 PM

The Greenfield Township Trustees met in special meeting session at the Admin building. Trustee Cotner called the meeting to order at 3:00 p.m. Trustees Dave Cotner, Lonnie Kosch, Kent Searle, Fiscal Officer Jessica Kull, and trustee-elect Jennifer Sitterley were in attendance.

**Executive Session**

- Trustee Cotner made a motion to enter into executive session to discuss OP&F issues
- Second by Searle

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

Entered executive Session at 3:01 pm. Attendees included: Cotner, Kosch, Searle, Kull, Sitterley.

Exit executive session: 3:35 p.m. No business to further discuss or vote upon.

**Special Meeting**

Trustee Cotner invited a special meeting discussion regarding OPWC and outstanding invoices. Kosch received information about outstanding invoices exceeding \$75,000 and contacted the County prosecutor.

Discussion included that Tom (Shafer) needs to provide four items to attempt to obtain state emergency funding, including:

1. Pictures
2. W-9
3. A signed letter of intent
4. Engineers estimate – this is the only thing we are still waiting on

It is unknown if and when the Ohio EMA will grant funding, or how much they will pay.

In the meantime, Jessica Kull will issue checks to pay the invoices but first needs to receive all the invoices and needs both authority and the funds with which to pay them. The only one she has received is \$12,015 from August and it's not approved for payment yet.

Kosch reports there is a \$32,761 invoice for culvert repair on Havensport Rd. Last meeting (November 12<sup>th</sup>) the trustees approved a disbursement for a separate \$9,465.72 invoice, so that may be paid.

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Kosch reports additional invoices totaling approximately \$36,400 from Cheryl Downour, also relayed to Jeremiah Upp, for Law General Contracting. These were issued on or around September 16, 2025.

Jessica Kull will contact Cheryl Downour for a copy of ALL outstanding invoices. At the Monday meeting (November 24, 2025) the Trustees may make a motion to pay them and Jessica will pull funds from Star Bank investments for enough cash to cover them. Searle suggested using the Vinton County bank accounts instead, since there is \$2.5 million in funds there, rather than liquidating invested funds (at Star Bank).

Kull mentioned needing to submit notice to the Auditor the appropriations from the Miscellaneous account.

Kosch discussed that the request for reimbursements (related to the emergency funding) need to be submitted to the state, not the EMA.

Kull stated that she just needed direction; the coffers are smaller which has led to these issues.

Kosch stated the entire situation is a Catch 22, since there is no guarantee of receiving reimbursements.

All present agreed to vote on the payments and pay approved invoices at Monday's meeting.

Searle asked about making a recommendation on transferring funds; Kull suggested that should be discussed at the first December meeting (Wednesday, December 10<sup>th</sup>).

### **Adjourn:**

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

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

The meeting adjourned at 3:59 p.m.

Respectfully submitted,

Jennifer Sitterley, by assignment