

## RECORD OF PROCEEDINGS

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

*November 22, 2021 - 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 November 10, 2021, Trustee Cotner 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 financial reports.

- Trustee Cotner made a motion to pay the bills associated with warrants 34416 through 34457 and Electronic Debit 130-2021 which are listed on the payment report; seconded by Trustee Searle.  
*ROLL CALL: Cotner: Yes    Kosch: Yes    Searle: Yes    Motion Passed 3-0*
- Trustee Kosch made a motion to approve the Purchase Orders, and/or Then and Now; Trustee Searle seconded the motion.  
*ROLL CALL: Cotner: Yes    Kosch: Yes    Searle: Yes    Motion Passed 3-0*
- Trustee Cotner made a motion to approve Resolution 2021 11 22 01 for the following transfers of funds:  
  
    \$200.00 from fund 2191-220-599-0000 to fund 2191-220-420-0000  
  
    Trustee Searle seconded the motion.  
*ROLL CALL: Cotner: Yes    Kosch: Yes    Searle: Yes    Motion Passed 3-0*
- Fiscal Officer Wyne stated that she has been dealing with Media Network of Central Ohio due to a couple of legal ads that were placed during the summer. The individual that placed the legal ads did not supply the documentation to support the payment of these invoices. Also, one of the invoices was billed to Bloom Township. She contacted the individual whom she believed to have placed these ads; this person advised that she can't get into the email system. Media Network of Central Ohio has been contacted on several occasions to request documentation on the ad and affidavits for the legal ad. An email was received stating there would be a charge for the affidavits to which she responded. She advised she is not paying these invoices until she received paperwork supporting the charges. Fiscal Officer Wyne confirmed that she and the new Zoning Officer have looked through the email system and they are unable to find any emails pertaining to these ads/documentation.

She also reiterated that she had attended fraud training recently, and was advised that going forward, all documents such as receipts, packing slips, invoices, etc. must be original documents. This will

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decrease the chance of anything being altered, since the Fiscal Officer is ultimately the responsible party for all bills and payments.

- Fiscal Officer Wyne advised that the underwritten quotes came in after Form Fire was at a higher rate (23%) than COSE's renewal rate. The Township will see a difference since those individuals over 65 will be moved to the group Retiree Insurance Plan. She requested approval to renew the township's health insurance with COSE to begin January 1, 2022.
- Fiscal Officer Wyne stated that when she met with the Budget Commission she was questioned on why the Reserve Balance Accounts were set up differently than other townships. She explained that when she became the Fiscal Officer, the Road and Fire Departments each had their own Reserve Balance Accounts for benefit payouts. In speaking with the Auditor of State, they advised there can only be one Reserve Balance Account fund in which you can transfer money from Fire, Road, General, Cemetery, etc. to payout individual benefits upon separating. It is the responsibility of the Fiscal Officer to keep accurate records on the money transferred into that fund from each of those funds, and the money dispensed from each of those funds. She advised that Reserve Balance Account individual funds will need to be cancelled and either moved into one fund, or the money moved back into the appropriate accounts. She advised she is going to contact other Townships to see how they do their Reserve Balance Accounts.
- Fiscal Officer Wyne asked who sworn June Queen in at the last Zoning Commission as she needs the paperwork for the file. Trustee Searle advised that he sworn June in. Trustee Searle will get the paperwork to the Fiscal Officer.

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**ZONING DEPARTMENT:** Caitlin Barbee, Zoning Inspector, presented the following concerns:

- **Gleich Property - Procedural Issue:** Mr. and Mrs. Gleich were present, and presented their issues and zoning concerns. They currently have a doggy daycare business at their property, and want to add a coffee shop in the form of a truck, so it would be mobile. Based on conversations they had with the former Zoning Inspector in the spring of 2021, they were told there were no issues, and they could move forward, which they did. They have spent \$20,000 toward this venture. However, in contacting the township again before they finalize all details to open the coffee truck business, they are now being told that their property is not zoned to add this business to their existing doggy daycare business. Ms. Barbee explained that she had spoken with the Fairfield County Prosecutor's Office on this issue, and she was advised that they would need to have their property rezoned in order to add this business. Lengthy discussion continued regarding what they had been told previously by the former Zoning Inspector vs. what they are being told now. Mr. Gleich stated that the previous Zoning Inspector has a history of giving incorrect information. Mr. Gleich stated that if he couldn't proceed with the mobile coffee shop, then he is going to come back to the Board to request that the township reimburse him for the money he had already spent. It was determined that Ms. Barbee will contact the Prosecutor's Office once again to determine how to proceed.

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- **Beatty Self-Storage Issue:** Caitlin reported that Mr. Beatty had paid the fee owed, as well as submitting an updated drawing. She has an email with this information that she will forward to the Trustees. Caitlin reiterated to Mr. Beatty that there can be no change in business scope or additional buildings.

Discussion continued regarding the PRB section of the zoning book. The Prosecutor's Office recommends removing it from the book. Caitlin will do more research to see where it came from, as well as looking further into how the second parcel of land (Beatty) is zoned/if it was rezoned.

Trustee Searle noted he had researched further into the situation with Mr. Beatty. He found an email from Gail Beck of the RPC to Kevin Yeaman. This email is from November 2019, and included the application Mr. Beatty submitted. She requested that Kevin Yeaman, former Zoning Inspector, review the plans and get a zoning permit; and this was not done.

As a result of obtaining this information, Trustee Searle requested a list from Gail at the RPC from the last ten years of county building permits that were issued in Greenfield Township. He shared this with Caitlin Barbee, as he feels there may be other properties that weren't permitted properly. This is for commercial permits only. Discussion continued regarding all the different types of building permits issued, which are not only for construction. They can also be for things such as checking fire systems, checking coolers, etc. The spreadsheet will include this information.

- **Enforcement:** Caitlin reported that she has drafted a warning letter that can be used for enforcement purposes. The magnetic signs for her car to identify her as the Greenfield Township Zoning Officer have been ordered. Discussion continued regarding past practice with enforcement warnings. She also reported she had been given the okay from the Prosecutor's Office to post the addresses and type of permits on-line.
- **Fee List:** Caitlin reported she had updated/added a couple of fees, but did not change any numbers or the format. She asked to have it loaded to the website. She and Tom had reviewed the content to discuss how to list things/what to call them, in the event the list is updated in the future.

**ROAD AND CEMETERY:** Road Superintendent Tom Shafer Reported on the following items:

- **Liberty Township Payment:** Tom presented the bill from Liberty Township this year's chip/seal project. Greenfield owes Liberty this year for the first time in many years. This was due to various factors, but he definitely recommends raising the hourly rate for the tar distributor and the stone box. He will investigate what other entities are charging and bring that information back to the Board.
- **Cemetery Pricing Increase:** Tom distributed the proposed price increase list, estimated to begin January 1, 2022. Individual item price increases were reviewed. It was determined that the cut-off time for the weekday activity should be 2 p.m., rather than 2:30 p.m.; after 2:00 p.m., prices will increase as listed on the updated price list.

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Trustee Searle made a motion to approve the proposed price list as presented; Trustee Cotner seconded the motion.

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

Trustee Cotner made a motion to pay Liberty Township \$1,455.87 per the presented bill. Trustee Searle seconded the motion.

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

- Tom reported that cemetery footers were done as of Wednesday, November 17, 2021.
- He also reported that the iron filter that was leaking had been replaced. The bill was for the estimated amount of \$1,495.00.
- Also, the water heater at the old firehouse was replaced. The bill hasn't been received yet. Discussion continued as to who should be responsible for paying this bill, based on the lease to the Village of Carroll, and the usage, maintenance and repairs of the building. It was determined the approval to pay the bill will be made once the actual bill/amount is received.

At this time, Trustee Kosch inquired as to whether the phone for the Zoning Inspector was received. Tom confirmed the old phone had been turned in, and Zoning Inspector Barbee confirmed that she had been in contact with Chief Smith to obtain the new cell phone; she shared the new cell phone number with the Board: 740-400-9441. Chief Smith estimated the phone will be activated on Wednesday, November 24, 2021.

**FIRE DEPARTMENT:** Chief Smith reported on the following items:

- **Grant Writing Group:** Chief Smith met with the Fairfield County grant writing group last week to discuss assistance with the FEMA grant, which will be concluding December 17, 2021. Also, Chief Smith and Road Superintendent Shafer met with the grant writing group on Thursday, November 18, 2021. The group wants the Township to submit a list of goals and ideas for the Township; then, the group will be able to watch for available grants that may be a good match for the needs of the Township.
- **ISO Meeting:** Chief Smith reported meeting with the ISO group on Wednesday, November 17, 2021. The Department is currently rated at a five. In reviewing this with the rater, the Department may be able to get the score to a four or three, which is a good score to have. Chief Smith explained the water supply in the Township is affecting the score; however, the Department was able to show the rater more hydrants than what he was aware of, and with the new elementary school, there will be additional hydrants available. Chief Smith noted the grant writers met with the Village of Carroll after their meeting with Greenfield Township., and he made them aware of the water supply situation; however, he doesn't know if it was discussed at Carroll's grant meeting.
- **Bloom Township - Engine Borrowed from Greenfield:** Bloom is currently borrowing Greenfield's back-up engine. Bloom's engine currently needs brakes, which they are having trouble finding.

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- **Lancaster Holiday Parade:** The parade was held on Saturday, November 20, 2021. Chief Smith was on the Grand Marshal float. Greenfield brought their back-up medic for the parade, since Bloom is borrowing their back-up engine. Greenfield's medic was called out due to an injury toward the end of the parade, so they were able to transport the individual.
- **FMC Community Heart Watch Award:** Chief Smith presented the award that Greenfield Township received from this group. A contest was held for the month of October, and Greenfield Township had the most AED's registered in Fairfield County, resulting in a \$5,000 award to purchase new AED's.

### **FROM THE TRUSTEES:**

Trustee Searle moved to go into Executive Session to discuss employee compensation at 7:10 p.m.; Trustee Kosch seconded the motion.

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

Trustee Cotner made a motion to return from Executive Session at 7:26 p.m.; Trustee Searle seconded the motion.

Trustee Cotner noted that no decision was made in the Executive Session.

Trustee Searle raised the issue of the Fire Department purchasing a new medic from ARP funds. Chief Smith reported they had reached out to three different vendors. The estimated cost from the vendors is \$255,000 to \$260,000, which would be a fully loaded medic. Discussion ensued regarding the process for how to move forward, the timeline to be followed, etc. Fiscal Officer Wyne stated that a purchase order would need to be created; however, she noted the purchase order normally would not be carried over for two years. Lt. Tobin stated the vendors are giving a timeline of 22 months from the time of order to the time of delivery. Trustee Searle reiterated that the terms as well as the prices should be obtained from the vendors. He also confirmed that the next check will be received in February 2022. The Fiscal Officer stated she will talk to the Auditor's Officer regarding the purchase order status. Lt. Tobin noted the companies who manufacture the medics are extremely busy, as many departments are in the process of obtaining new vehicles. Greenfield is currently working on the specifications of the medic. The vendors are also working on getting their costs within the state bid range. Fiscal Officer Wyne noted the money will need to be spent within four years.

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

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

The meeting was adjourned at 7:30 p.m.