

# RECORD OF PROCEEDINGS

*Minutes of*

**Greenfield Township Trustees**

*Meeting*

November 28, 2018

*Held 7:00 PM*

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

After each Trustee reviewed the minutes from the Trustees' Meeting held on November 14, 2018, Trustee Searle made the 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**

The Fiscal Officer passed various pieces of correspondence and the Financial Reports.

Trustee Cotner made a motion to approve financial reports; Trustee Searle seconded the motion.

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

Trustee Searle made a motion to pay the bills associated with warrants 32674 through 32706 and; Electronic Debit 102-2018 which are listed on the attached payment report; Trustee Cotner seconded the motion.

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

Trustee Cotner made a motion to accept the Purchases Orders and/or Then and Now Purchase Orders; Trustee Searle seconded.

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

Trustee Kosch moved to approve Resolution #2018 11 28 01 transfer of \$3,000.00 from 2191-760-740-0000 (Machinery, Equipment & Furniture) to 2191-220-420-0201 (Operating Supplies (EMS Supplies)) and transfer of \$212.00 from 2191-220-323-0000 (Repair & Maintenance) to 2191-760-740-0000 (Machinery, Equipment & Furniture). Motion seconded by Trustee Searle.

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

Fiscal Officer Wyne passed out paper work to show that in 2017 approximately \$3,759.74 was spent on computer issues and as of 11-28-18 we have spent \$1,384.97. She advised that TCR hasn't always billed for phone calls to fix an issue. She stated she was advised that as of 1-1-19 TCR will charge \$110.00 for each remote access to fix a problem. Trustees ask Fiscal Officer Wyne to see what it would cost for a new server for the township and will continue this discussion at the next meeting.

Fiscal Officer Wyne stated that she received noticed that the rates with Consumer Life (Basic Life, Basic AD&D, Dependent Life and Short-Term Disability) for the effective date of January 1, 2019 will stay the same.

Fiscal Officer Wyne stated she received paperwork that needs a motion and signature to continue the HRA account for the Township. The HRA is \$4,000 a year for individual and \$8,000.00 a year for family, and the township picks up 80% and employee pays 20%. There is also a \$5.00 per month administration fee per employee, which the township picks up. There is a new service available call Healthiest You, this program is an additional \$5.00 per employee per month. This program is not health insurance but a network of doctors who advise, diagnose and prescribe at their own discretion, which are available 24/7 for such things like bronchitis, sinusitis, earaches, etc. This service saves a trip to the doctor's office, urgent care or emergency room; therefore, saving on claims and HRA expenses if the member uses the service.

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Township is not required to take this service and can opt out. Employees that have medical insurance will be asked if they would use this benefit. This issue will be discussed at the next meeting.

Chad Reed of Recycling & Litter Prevention forwarded the 2019, 2020, & 2021 Annual Host Site Contract. The Township receives \$500.00 Host Site Maintenance Payment each year of the contract. This payment is for any needed maintenance such as additional gravel, cost for snow removal, or other maintenance of the site. If no maintenance is needed, then the money can be saved for further maintenance needed. Trustee Cotner made a motion to continue the contract, Trustee Searle seconded the motion.

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

Fiscal Officer Wyne stated that in August of 2018 she received a letter of interest from Patrick Callahan to serve on the Zoning Commission and she put a copy in each of the Trustees' boxes. She stated that since the Township has received a resignation from Jeff Kraner, she distributed another copy to the Trustees. She also advised that the Zoning Commission is already down one spot since the resignation of Bob Paulus. The Board of Zoning Appeals is also down a member due to the resignation of John Schmidt. Trustee Searle move to accept Jeff Kraners' resignation, Cotner seconded.

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

Fiscal Officer Wyne also advised that new payroll forms are being distributed in which the departments can use for their payroll. She advised that payroll for the Fire Department is very time consuming and she hopes with creating a new form for the employees to fill out that will help, providing it is legible.

Fiscal Officer Wyne wanted to make the Trustees aware, by the email she distributed to them dated January 24, 2018, that the zoning secretary has posted legal notices for the zoning commission, since it was stated last meeting that the secretary doesn't send in the notices to the paper.

Fiscal Officer Wyne was requested to provide compiled information on the Road Department personnel to show their hire dates, salary and benefit package. The spreadsheet was distributed to each of the Trustees.

Trustee Searle asked Fiscal Officer Wyne if she had the chance to look into the rates pertaining to our investment money. Fiscal Officer Wyne stated not yet but will contact our two banks and find out what rates we can get.

## **FLOOR**

Kyle Gleich came to the meeting to request his rezoning application fee back since there was no vote performed. Kevin advised that the BZA did not have to vote on it because it is zoned agriculture. Kevin stated that it was with talking with the Prosecutor's office and them researching the issue that he became aware that the parcel can have a dog care business. Trustee Searle, made a motion to refund the fee, Trustee Cotner seconded.

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

Trustee Kosch asked how much was paid out for the hearing. Kevin advised there were two \$65.00 fees to each of the members that attended the first and second meeting, legal notice posting fees, postage, etc.

## **ZONING DEPARTMENT BUSINESS**

Kevin distributed the zoning permit & fee reports.

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Kevin spoke to the auditor regarding storage units. The Auditor's office said they don't consider them permanent structures and are not taxed. Kevin stated he was advised that the owner of the storage unit is planning on moving it, but can't right now due all the rain we have had.

Kevin provided the Trustees with the Zoning Code Book for their signatures. Trustee Searle asked Kevin if he saw any problems with the way it is written. Kevin said he sees a problem with the wording stating swimming pools, gazebos, etc. will be considered an accessory structure, and as an example someone that builds a pole barn will no longer be allowed to put in an inground swimming pool since the code states you are only allowed one accessory structure. Matter tabled until all changes are made.

Kevin called Office Max for the prices of copying of the book: 20 copies without tabs is \$300.40, with 18 tabs is \$371.60, in binders.

Kevin advised he received the responses from the technical review committee on the Beatty rezone and he forward to the Zoning Commission for the December 11 hearing.

Kevin advised that the church on Coonpath is doing work on the building and the outside structures are temporary and suggested that they should be allowed.

Trustee Searle asked about the Beatty property, Kevin stated that he sent the information out from the technical review and the hearing will be December 4 at 7:30 at the courthouse.

## **FIRE DEPARTMENT BUSINESS**

Captain Smith advised that Richland Township made an offer to purchase a cot that is no longer in use at Greenfield. Trustee Cotner made a motion to accept the \$700 from Richland Township for the cots with Trustee Searle seconding. *ROLL CALL: Cotner: yes, Kosch: yes, Searle: yes. Motion Passed 3-0*

Captain Smith advised he gave Fiscal Officer Wyne the last reimbursement check from the Priority One grant but the fire department will be applying again in February for another grant.

Captain Smith stated the tanker is back from service and the cost was only \$200.00.

Captain Smith stated that Interim Fire Chief Schultz asked him to ask the Trustees if they could have a meeting to go over the meeting room policy concerning limitations on who rents it.

Captain Smith wanted to know if everyone saw the volunteer policy that had been drafted on payout at the end of the year. Fiscal Officer Wyne questioned what action would be taken if the required 24 hours per month were not met. Captain Smith stated that in the past the payout would be decreased if the 24 hours per month requirement had not been met depending on the circumstances. If they are in school pertaining to the fire department, we take that into consideration and don't deduct for that reason. Trustee Searle asked what other departments are doing for reimbursement amounts. Fiscal Officer Wyne stated she has a survey going out to other townships and that is on there. Jack Barr questioned the required payment amount for the volunteers to be covered by workers comp. Fiscal Officer Wyne will check into this.

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Trustee Searle asked how the turkey supper went and if they made money. Captain Smith said with the donations they received they did well and sold about 260 meals.

## **ROAD AND CEMETERY DEPARTMENT BUSINESS**

McKee Door was in to look at the big overhead door in cold storage which just needed minor adjustments. Tom also had him look at the two openers for the heated shop as they are not doing good. A quote came in at \$580.00 for installation of a new transmitter, to program it to the opener and to program the 2 remotes to the transmitter.

Trustee Cotner made a motion to repair of door; Trustee Kosch seconded.

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

Tom stated they have been out on roads for the snow, high water and unplugging drains.

Tom would like to make a recommendation to the board that Greenfield Township start charging for contractors that do work in our right of way. Trustee Cotner asked Tom to present to the board what other townships are charging.

Trustee Kosch asked what should be done with our AccuGlobe program we have on our system since it is so out of date. Tom is going to check with the county engineer to see what they use.

## **FROM THE TRUSTEES**

Trustee Searle spoke about the purchase of the fire truck in 2013 and if the money was properly used. It appears that the money came in through bond tax levy money. The money came in for 3 years and went into the fire account, we made 2 payments (down payment & final payment) which was paid out of the appropriate accounts and everything looks good.

Trustee Cotner made a motion to adjourn, seconded by Trustee Kosch.

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

Business concluded; meeting adjourned at 8:01 p.m.