

RECORD OF PROCEEDINGS

Minutes of **Greenfield Township Trustees** *Meeting*
November 30, 2022 - 6:00 PM

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

Trustee Searle addressed the minutes from the Special Trustees' Meeting with attorney Chris Connelly which was held on November 3, 2022, asking 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

Trustee Searle addressed the minutes from the regular Trustees' Meeting on November 9, 2022, asking 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

FLOOR:

Jack Barr, 1642 Winding Oak Drive, was the first speaker. Mr. Barr asked the Board if they had considered reinstating inspections on construction occurring in the Township, especially with the amount of building occurring. He noted the cost of the inspections were added on to the cost of the building permit. Trustee Kosch noted in the past, there had been a building department in the township that conducted inspections, but the Board at that time decided to discontinue this practice. Trustee Cotner stated he has seen individuals conducting various types of inspections on new residential builds in the township. Discussion continued as to what had been done in the past, who and how the inspections were conducted and reported, and various other aspects of this process. The Board agreed it was a good point to be made, and Trustee Searle stated they would look into it further.

The next speaker was Scott Lines. Mr. Lines stated he was in attendance to find out what the next steps are on his rezoning request. Trustee Searle noted the Zoning Commission had approved the request, per the email the Board received today. He stated a public hearing would need to be scheduled, and Zoning Inspector Erlenwein confirmed that the decision needed to be acted upon within 30 days.

ZONING DEPARTMENT BUSINESS: Thomas Erlenwein, Zoning Inspector, reported on the following items:

Lines Rezoning Request: Tom presented the Board with a copy of the recommendations from the Zoning Commission, who met the prior evening. The group approved Mr. Lines' request, so the next step is for a public hearing to be held, which needs to happen within 30 days. Tom presented the current business plan which will need to be amended to add more buildings. Trustee Searle confirmed the current plan is the development plan that was submitted - for Planned Rural Business. Any amendment would have to come back before the committee. This involves sending letters to the adjoining property owners, as well as putting the notice in the newspaper at least ten days prior to the meeting. After discussion, it was decided to hold the public hearing on Monday, December 19, 2022 at 6 p.m., at the Firehouse.

Permits Report: Tom distributed the permit report. This shows all the permits issued for the year.

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Tax Incremental Financing - TIF: A motion was made by Trustee Cotner and seconded by Trustee Kosch to adopt Resolution 2022 11 30 01 as follows:

The Board of Township Trustees of Greenfield Township (Fairfield County), Ohio, met in regular session at 3245 Havensport Road, Carroll, Ohio, at 6:00 PM on November 30, 2022, with the following members present:

A RESOLUTION TO APPROVE THE ENGAGEMENT OF TAFT STETTINIUS & HOLLISTER LLP; TO APPROVE A CONFLICT WAIVER LETTER; AND MAKING RELATED AUTHORIZATIONS

WHEREAS, the Board of Township Trustees (the "Board") of Greenfield Township (Fairfield County), Ohio (the "Township") desires to engage law firms from time to time to assist the Township with various legal and related matters; and

WHEREAS, this Board desires to engage the firm of Taft Stettinius & Hollister LLP ("Taft") to assist it with certain tax increment financing matters and related matters; and

WHEREAS, the Engagement Letter between the Township and Taft, substantially in the form on file with this Board (the "Engagement Letter"), contains the terms and conditions related to the work to be performed by Taft on behalf of the Township; and

WHEREAS, this Board desires to approve the Engagement Letter;

NOW, THEREFORE, be it resolved by the Board of Township Trustees of Greenfield Township (Fairfield County), Ohio, that:

1. The Engagement Letter, substantially in the form on file with the Board, is hereby approved, and any member of this Board is hereby authorized to execute and deliver the Engagement Letter with such changes as are not inconsistent with this Resolution, are not substantially adverse to the Township and are approved by such Board member, all of which shall be evidenced conclusively by the execution of Engagement Letter by such Board member.
2. This Board finds and determines that all formal actions of this Board concerning and relating to the adoption of this Resolution, and that all deliberations of this Board and of any committees that resulted in those formal actions, were taken in meetings open to the public in compliance with the law.
3. This Resolution shall be in full force and effect immediately upon its adoption.

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

Discussion continued with Tom explaining the meeting with the developers and the process that would occur with the resubmission of the five applications, which may occur by Friday. Trustee Searle raised the issue of the check that needs to be submitted, which is a sizable amount, and what would happen if the applications are denied - would the check be returned to the applicant? Some instances of a check being returned in the past were cited. Dawn noted this should be addressed in the Zoning Book. She also suggested looking at what other townships are doing. Trustee Searle asked for a definitive decision at the current meeting, based on the conversation he had had with the developers. The Board was in agreement to return the money if the applications were denied. Fiscal Officer Wyne stated a motion will need to be made at that time to record this action.

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ROAD DEPARTMENT BUSINESS: Tom Shafer, Road and Cemetery Superintendent, reported on the following items:

Refunding Cemetery Plot Fees: Tom reported he had been contacted by Nancy Loy Jackson whose parents had purchased four cemetery plots/spaces in Greenfield Cemetery 1979. Her parents are now deceased and are not buried in any of those spaces; they are buried elsewhere in a different cemetery.. Her grandparents are buried in two of the four spaces. Ms. Jackson, the executor of her parent's estate, does not want the spaces and wishes to sell them back/be reimbursed for the purchase. Tom explained the reimbursement will be \$72.50, which was the purchase price in 1979. Tom is making the Board aware before the reimbursement check is sent. Tom noted he will need to make these changes both on the paper map of the cemetery, as well as the computer program used for cemetery spaces. Fiscal Officer Wyne also noted the deed would need to be updated to show correct information.

Tom also reported Terry Mettler had spoken to him regarding eight grave spaces he had purchased in Carroll Cemetery: four were purchased in March 1991. Mr. Mettler's parents and wife are buried in three of the four, and there is one space available for his burial. He also purchased four grave spaces right below the first area. Mr. Mettler contacted Tom Shafer because he feels there is a grave space too close to where his original spaces are located. Tom researched this, and found that this is correct; there is a person buried on one of the four original spaces purchased by Mr. Mettler, which occurred in October 1992. Maxine Blackwood is buried in that grave space. Tom stated the paper map and computer information is correct and lines up; however, the deed does not. Because this information is incorrect (the space was sold twice) and this burial was done in error on Mr. Mettler's purchased space, he wants to be reimbursed for the cost of the space. The reimbursement amount for that grave space is \$73.75. Tom noted the current amount of a cemetery plot is \$1,000. Tom will work with Dawn to have this check created and sent to Mr. Mettler.

ODOT Reimbursement: Tom stated ODOT in agreement with this issue and will be bringing several loads of 411 gravel which will be used for berm repair on Carroll Eastern and Stringtown Roads. This will be used on the flat areas, and heavier gravel will be used on the hills.

Pavement Maintenance Seminar: Tom stated he plans to attend this seminar. The emailed information was received from Jason Grubb.

Vacation Accrual Issue: Tom stated this issue needs to be investigated, as there are two different policies that do not agree with how vacation is accrued. He has one, and Dawn has one. Tom noted this would affect himself, Jeff Bondurant, and Chief Brad Smith. He referenced ORC 124.134 regarding exempt employees and their accrual of vacation time; the chart uses years of service as a guide. Tom noted the ORC says "shall". Discussion continued as to what the two existing policies state. Fiscal Officer Wyne noted that when the policy is updated in the future, an employment law attorney should be consulted to determine what guideline to follow. She noted the township generally follows the ORC on most things, but is able to be more lenient on some points, noting the Board could determine to allow the accrual of more vacation time than what is noted in the ORC. Currently, the employees are accruing vacation at a lesser amount than what is stated in the ORC. Tom noted there are several other issues in the Road Department policies that need to be addressed. Fiscal Officer Wyne noted all the township policies related to human resources need to be updated, as they affect all the employees, part-time and full-time. Trustee Searle asked for copies of the information.

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Salt and Plow Truck Maintenance: Tom stated when maintenance was being done recently, they found that the main auger drive motor on his truck was leaking severely. He found a motor from a vendor who has been used by the township in the past; however, they said it would be 10-12 weeks until he could get the motor. Tom found another vendor in Columbus which had the motor available. Tom got all the appropriate purchasing information to Fiscal Officer Wyne, and he purchased two auger drive motors plus a spare spinner motor. He noted his truck and Jeff's truck use the identical motors, and Tom intends to go and purchase another spinner motor. The salt is very hard on these motors, so he needs these parts in order to be prepared for the winter weather. Tom stated the vendor told him if he needed to do a special order, it could be 52 weeks before the order comes in.

Trustees inquired about the following issues:

- Kincaid - Yes.
- Bonita Place - Trustee Cotner had spoken to the property owner and told him it was his responsibility, based on what the Road Department had found when they investigated with the camera in the pipe.
- Part-time hours decreasing - Trustee Searle inquired and Tom confirmed that hours are decreasing due to the weather this time of year.
- Berm near the tree farm/Rainbow - Trustee Kosch asked about the berm in this area, as it had gotten rather deep. Tom said the township stops at the crest of the hill, but they had done the berming in that area two months prior. They started at Rt. 158 and headed east, using cold mix. Trustee Kosch stated a resident had expressed concern about the berm because it is deep and he was concerned about drivers getting off the road in the berm on the hillside.

FIRE DEPARTMENT BUSINESS: Chief Brad Smith presented the following items:

Public Events:

- Bloom Carroll Football Team - The Department escorted them out of town on the way to their game last Friday and will do so again this coming Friday.
- Christmas in the Village - Santa was escorted for this event, and the Department will do this again this Saturday.
- CPR classes: Chief Smith noted there had been some large CPR classes recently, with another class coming up on Friday. This class is being held at the company of the employee who had had an episode at the BWC Safety Council Meeting a few weeks prior. This will be a hands-only CPR class held at Outerbelt Brewing for 40-50 people.
- Fairfield County Sheriff's Deputy: Chief Smith noted that the deputy who normally attends the Trustee Meetings had recently saved the life of a person in Canal Winchester. He had been flagged down by a citizen and performed CPR. The person is recuperating in the hospital.

Part-Time Hiring Recommendation: Chief Smith reported an interview had been held with John Edwards for the position of part-time firefighter/EMT - a contingent position - and asked the Board for a motion to hire him upon approval of a successful background check and physical. Trustee Searle made a motion to appoint John Edwards as a part-time firefighter/EMT upon receipt of a successful background check and physical, to be effective in the pay period following receipt of these two items. Trustee Kosch seconded the motion.

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

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EMA: Brad reported he has been working with the EMA Deputy Director on the hazard mitigation information. Brad had also shared the list with Tom Shafer for his review, in case he has any thoughts on hazards that need to be considered. The Deputy Director is also working with Brad on the contingency plan for items that need to be added.

Community HeartWatch/AED's: Brad reported a grant was received for nearly \$18,000 to purchase 10 AED's and five cabinets for those units. He stated these will be located in the community, with an emphasis on the parks in the area - a "Heart Safe Parks Initiative" - especially the Hocking Hills region. He also noted there has been a request for some units to be located in the Violet Township area. He noted they are working on an initiative to also bring them into households. Discussion continued on various churches, schools and restaurants in the township that already have an AED, including Bloom Carroll Schools, Shalom United Methodist Church, The Rock Church and Victory Hill. Brad stated there are nearly 750 AED's tagged throughout the count, with a good assessment of where they are all located. It was suggested that Shirkey's Pizza, in the village of Carroll, would be a good location for a unit.

New Copiers for the Fire Department and Township Administrative Office: Brad reported he and Dawn had been looking into purchasing new copiers for both areas. Dawn had obtained quotes from Modern Office Methods (MOM), who has the current machines and service contracts, Canon and the Gordon Flesch Company. MOM came in the cheapest, at \$13,451.58 for the copiers, a Canon model, and this is the copier that Brad and Dawn are recommending. Brad stated the other two quotes were for \$20,000 and \$21,000. There will also need to be service agreements purchased for each machine to cover the toners, service agreement, cost of copies, etc. Dawn noted the new machines would allow for scanning to the desktop computers, emails, as well as being able to scan from a cell phone. They will also have color copies available. Brad confirmed there was money in the fire budget to support this purchase. Dawn also noted that Tom Shafer had volunteered to split the purchase with the Administrative Office. The quote information was shared for the Board to review. Dawn noted the township has received good service from MOM when service calls are needed, and they have a local office. Trustee Cotner motioned to approve the purchase of two copiers from Modern Office Methods - one for the Fire Department and one for the township office - at a cost of \$13,451.58 each, plus any charge for the maintenance and service agreement. Trustee Searle seconded the motion. ROLL CALL: Cotner: Yes Kosch: Yes Searle: Yes Motion Passed- 3-0

Thanks to the GTFD: Tom Shafer also took this opportunity to thank the Fire Department for all they do. He stated his mother fell the Sunday before Thanksgiving, and she told Tom what a fantastic job the Department, and especially Firefighter Melissa Riyadi, did in responding to the call, so he wanted to pass along his family's thanks and appreciation.

FROM THE FISCAL OFFICER:

Fiscal Officer Wyne distributed the financial reports.

Trustee Cotner made a motion to pay the bills associated with warrants 35007 through 35031 and Electronic Debits 175-2022 through 183-2022 which are listed on the payment report; seconded by Trustee Kosch.

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

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Trustee Cotner made a motion to approve the Purchase Orders and/or Then and Now Purchase Orders; Trustee Kosch seconded.

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

Trustee Cotner made a motion to accept Resolution 2022 11 30 02 to transfer:

\$4,000.00 from Fund 2191-220-190-0011 to Fund 2191-220-323-0304 for the purchase of the fan that was approved at the meeting on November 9, 2022.

\$150.00 from Fund 2191-220-222-0000 to Fund 2191-220-223-0000 for life insurance for the rest of the year.

Trustee Kosch seconded the motion.

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

Fiscal Officer Wyne asked that the Board go into Executive Session at this time to discuss a personnel issue. She also asked Tom Shafer to be included in this session.

Trustee Searle moved and Trustee Kosch seconded the motion to go into Executive Session.

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

Executive Session was entered at 7:18 p.m.

Trustee Searle moved and Trustee Cotner seconded the motion to come out of Executive Session.

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

The Board returned from Executive Session at 7:40 p.m.

Trustee Searle made a motion to take disciplinary action against an employee. Trustee Kosch seconded the motion.

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

FROM THE TRUSTEES:

There was no business from the Trustees.

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

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

Meeting adjourned at 7:41p.m.