

**RECORD OF PROCEEDINGS**

*Minutes of*

**Greenfield Township Trustees**

*Meeting*

December 11, 2019

*Held 7:00 PM*

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

After each trustee reviewed the minutes from the meeting held on November 25, 2019, Trustee Cotner made a motion to approve the minutes as written; Trustee Kosch seconded the motion.

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

**FROM THE FISCAL OFFICER**

Financial reports were distributed were distributed by Fiscal Officer Wyne.

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

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

Trustee Kosch has made a motion to pay the bills associated with warrants 33292 through 33318 and electronic debts 133-2019 – 145-2019; Trustee Searle seconded.

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

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

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

Trustee Searle made a motion to approve Resolution 2019 12 11 01, transfer \$2500.00 of from 2191-220-212-0000 (Social Security) to fund 2191-220-221-0001 (Medical/Hospitalization (Trustee/Fiscal) and \$617.96 from fund 2191-220-230-0000 (BWC) to fund 2191-220-222-0000 (Life Insurance); Trustee Cotner seconded.

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

Trustee Kosch made a motion to approve Resolution 2019 12 11 02 WHEREAS, Greenfield Township, Fairfield County is a member of the Ohio Township Association Risk Management Authority (OTARMA), a political subdivision risk pool established pursuant to Ohio Revised Code hereinafter "ORC," 2744.081; WHEREAS, House Bill 291 was signed into law on December 20, 2018 and became effective March 20, 2019; authorizes the use of an "employee dishonesty and faithful performance of duty policy," instead of individual surety bonds, for trustees, employees, and appointees who are otherwise required by law to acquire a bond before entering upon the discharge of duties; and WHEREAS, in accordance with ORC 3.061, the township must adopt a policy by resolution to allow the use of an "employee dishonesty and faithful performance of duty" coverage document, rather than a surety bond, to cover loss by fraudulent or dishonest actions of employees and failure of employees to faithfully perform duties; the following shall apply to the policy: 1. An officer, employee, or appointee shall be considered qualified to hold the office or employment, without acquiring a bond, on the date the oath of office is taken, certified, and filed as required by law. 2. An officer, employee, or appointee shall have the employee dishonesty and faithful performance of duty policy in effect before the individual's term of office or employment and the officer, employee or appointee shall not commence the discharge of duties until coverage is documented. 3. All officers, employees, or appointees who

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would otherwise be required to file a bond before commencing the discharge of duties shall be covered by and are subject to the employee dishonesty and faithful performance of duty policy instead of a surety bond requirement. 4. The coverage amount for an officer, employee, or appointee under an employee dishonesty and faithful performance of duty policy shall be equal to or greater than the maximum amount of the bond otherwise required by law. 5. Elected officials, prior to taking the oath of office and holding office, shall obtain approval of the intent to use the township’s OTARMA coverage agreement and affirm that the township’s coverage complies with ORC 3.061. Said approval shall be obtained by the Greenfield Township, Fairfield County. WHEREAS, Greenfield Township, Fairfield County’s, “employee dishonesty and faithful performance of duty policy” through the OTARMA coverage document complies with ORC 3.061: and NOW, THEREFORE, BE IT RESOLVED, that on this date December 11, 2019, the Greenfield Township, Fairfield County hereby authorizes the township to purchase and use “employee dishonesty and faithful performance of duty policy” through OTARMA instead of individual surety bonds for officers, employees, and appointees who are otherwise required by law to acquire a bond before entering upon the discharge of duties. Trustee Cotner seconded the motion. *ROLL CALL: Cotner: Yes Kosch: Yes Searle: Yes. Motion Passed 3-0*

Trustee Kosch made a motion to retain Brosius, Johnson, Griggs, LLC; Resolution #2019 12 11 03 with 2020 billing rates \$225.00 per hour for partner attorney, \$205.00 per hour for senior associate, \$180.00 per hours for associate time; \$120.00 per hour for law clerk and \$105.00 per hour for legal assistant plus the out of pocket charges for such items as copies, postage, facsimiles, mileage, etc. The total compensation shall not exceed \$10,000.00. Trustee Cotner seconded motion. *ROLL CALL: Cotner: Yes Kosch: Yes Searle: Yes. Motion Passed 3-0*

Greenfield Township received a Summons (Robert B. White vs Stephanie McCloud (BWC)). Careworks advised that the AG’s office would handle.

Dalton Vandermark is a part-time employee who was over paid and trustees agreed that he could pay off the amount owed (\$1514.50). Mr. Vandermark was advised of the issue on October 8, 2019; as of the date of this meeting he has only worked 12 hours on check date 10-17-19, which reduced what he owes to \$1385.00. He is still currently employed with Greenfield Township; however, he has accepted the Chief’s position with Richland. I have spoken with Mr. Vandermark and he is willing to make payments to the township since he is not been currently working for Greenfield. He stated that he is able to write a check to the Township every two weeks in the amount of at least \$250.00. Trustees are ok with receiving a check from Mr. Vandermark every two weeks until his debt is paid in full.

Road Supervisor Tom Shafer advised the Trustees that he accepted \$2,000.00 in cash and deposited the money in the bank. Tom failed to follow Greenfield Township policy on the acceptance of cash and the money was not properly documented (showing who it was from, what it was for and the amount), the money left the office and was not properly receipted in the bank deposit book; the money was not deposited in the correct account. I realize Tom would not know what all is required; however, all the issue could have been avoided if he just followed the “no cash policy”. Since policy was not followed and documentation was not obtained this could cause an issue with the audit. Plus, I’m ultimately responsible. Trustee Searle advised that the township needs to have a policy of no cash.

Trustees signed cemetery deed for Vicki Kraner, Carroll Cemetery Lot 136, Sec. E, Graves 1 & 2.

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**FLOOR**

Beth Coleman (5053 Bonita Place) asked when and where the trustees' meetings are held. Advised Trustee Meetings are normally the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of the month at 7:00 p.m. at the Fire House unless they have been changed. Advised the change is posted on the Greenfield Township website, in the Carroll Post Office and on the bulletin board at the township. Ms. Coleman also inquired about the dates and times of the zoning meetings. She was advised they are scheduled as needed and are posted on the website and at the post office. Ms. Coleman questioned who zoning commission members are appointed and was advised that they appointed by Township Board of Trustees for a specific term and can be reappointed. Ms. Coleman also inquired about the trustees' appointment and was told they are elected positions.

Ms. Coleman asked about the development taking place within the Village of Carroll. Discussion followed.

**ZONING DEPARTMENT BUSINESS**

Kevin distributed the permit report.

Kevin advised he received an email from David Bichard requesting a position on the zoning board. Kent asked Kevin to talk with David and explain the difference between the zoning commission and zoning board of appeals.

Trustee Cotner asked Kevin what is the address for the Fisher residence on Coonpath and what is going on. Kevin said he has to check as he has sent emails but they may be going to spam.

Kevin advised that the trailer in the Industrial Park had no lights on tonight.

Trustee Kosch asked about Carroll Southern. Kevin stated that he is still waiting on an email from Julie with the resolution templet.

Trustee Kosch asked if Kevin heard anything about the trailer on Old Columbus Road. Kevin said no.

Trustee Kosch asked how the new software is going and Kevin stated he is still learning it and likes it. Kevin stated once the map is live, it will really be helpful.

**FIRE DEPARTMENT BUSINESS**

Chief Smith stated the department will be teaching CPR to the freshmen class at Bloom Carroll School and Fairfield Medical will be helping.

Chief Smith will be starting his clinical hours next week for the community medicine.

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Chief Smith stated that there have been issues with the education time for his employees who are taking classes on their off-duty hours. Trustee Searle moved that we increase the education leave for Colin Osterman and Lee Hayes for an additional 55 hours of leave going back to the last pay period; Trustee Cotner seconded the motion.

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

**ROAD AND CEMETERY DEPARTMENT BUSINESS**

Tom obtained prices for a self-propelled broom. Brand new machine - \$65,333.00 and a 2018 used machine with about 500 hours - \$46,900.00. Tom stated this item could be used 9 to 10 months out of the year.

Trustee Kosch asked if Tom had gotten prices for the box. Tom has called Ace, American Road Machinery, Kaffenbarger and Central Ohio Fabrication LLC. After discussion Trustee Cotner made a motion to go with Central Ohio Fabrication LLC to spend no more than \$13,000 on a box for repurposing the of the old squad; Trustee Searle seconded.

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

Trustee Kosch asked Tom why Doug was still working. Tom advised that he is down a guy.

Trustee Kosch asked if Tom had checked on the uniform companies, Tom had not.

Tom asked if Donnie is cleared to return or does his doctor need to sign a release. Trustees stated yes, he needs a release. Fiscal Officer Wyne asked if he needs to go for a drug test before he comes back. Trustee Kosch stated since he is in the random drug testing pool that should cover us.

**FROM THE TRUSTEES**

Trustee Searle moved to go into executive session to discuss personnel compensation; Trustee Kosch seconded. Entered into executive session at 8:37.

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

Trustee Searle moved to come out of executive session at 9:12; Trustee Cotner seconded.

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

Trustee Searle stated that we talked about employee compensation and we looked at other department's workers. Trustee Searle moved that we give a 2% to Tom, Jeff, Donnie and Carla effective 1-12-20; Trustee Cotner seconded

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

Trustee Searle stated that Doug will get \$1.00 per hour raise effective 1-12-20; Trustee Cotner seconded.

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

Trustee Searle moved that Fire Chief get 3% along with the fire medic bonus effective 1-12-20; Trustee Kosch seconded.

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

Motion made by Trustee Searle for part time fire fighters to receive a .50 hour raise effective 1-12-20; Trustee Cotner seconded.

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

Trustee Searle made a motion to pay Kevin \$50.00 per zoning meeting he attends; seconded by Trustee Kosch.

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

Trustee Searle stated they need to talk to Kevin regarding his hours and the possibility of increasing those hours.

Trustee Kosch made a motion to adjourn; seconded by Trustee Cotner at 9:20 p.m.

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