

## RECORD OF PROCEEDINGS

*Minutes of Greenfield Township Trustees Meeting*

*December 8, 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 22, 2021, Trustee Cotner asked if there were any changes to the minutes. Trustee Kosch made a motion to approve the minutes as written; Trustee Searle seconded the motion.

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

After each trustee reviewed the minutes from the Trustees' Public Hearing held on November 23, 2021, Trustee Cotner asked if there were any changes to the minutes. Trustee Searle 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:**

Fiscal Officer Wyne distributed financial reports.

- Fiscal Officer Wyne stated that the November Bank Reconciliation has been completed for the Trustees' review and signature.
- Trustee Cotner made a motion to pay the bills associated with warrants 34458 through 34481 and Electronic Debits 105-2021 to 143-2021 which are listed on the payment report; seconded by Trustee Kosch.  
*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 Cotner seconded the motion.  
*ROLL CALL: Cotner: Yes Kosch: Yes Searle: Yes Motion Passed 3-0*
- Trustee Cotner made a motion to approve Resolution 2021 12 08 01 for the following transfer of funds.

\$460.00 from fund 2191-220-190-0011 to fund 2191-220-211-0001  
\$1,284.05 from fund 1000-110-599-0000 to fund 1000-110-230-0000  
\$1,643.06 from fund 2191-220-190-0011 to fund 2191-220-230-0000  
\$80.00 from fund 2191-220-222-0001 to fund 2191-220-224-0000

Trustee Kosch seconded the motion.

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

## RECORD OF PROCEEDINGS

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

*December 8, 2021 - 6:00 pm*

- Trustee Cotner made a motion to approve Resolution 2021 12 08 02 to retain Brosius, Johnson, Griggs, LLC;. The compensation for such counsel during 2022 shall be paid as follows: \$225.00 per hour for partner attorney, \$205.00 per hour for senior associate, \$180.00 per hour 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 without further action by the Board of Trustees. Trustee Kosch seconded motion.  
ROLL CALL: Cotner: Yes      Kosch: Yes      Searle: Yes.      Motion Passed 3-0

- Fiscal Officer Wyne asked the Board if they wished to proceed with discussion and adoption of the resolution for the 2022 Budget; all agreed to proceed.

The following resolution was presented: 2021 12 08 03:

“The Board of Trustees of Greenfield Township, Fairfield County, met in representation on December 8, 2021 at the firehouse at Carroll, Ohio with the following members present: Dave Cotner, Lonnie Kosch, Kent Searle. Be it resolved by the Board of Trustees of Greenfield Township, Fairfield County, Ohio that to provide for the current expenses and other expenditures of said Board of Trustees during the fiscal year ending December 31, 2022, the attached summary be and the same are hereby set aside and appropriated for several purposes for which its expenditures are to be made for said fiscal year”. Fiscal Officer Wyne noted this would be adopted as permanent this year so it doesn't need to be changed each year from temporary to permanent. She also asked the Trustees to sign the resolution before they left the meeting.

Trustee Cotner moved to approve the resolution as presented; Trustee Kosch seconded the motion.

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

- Fiscal Officer Wyne stated the renewal for the Township HRA needs be signed; however before she signs and returns it, she wants to make sure that the Trustees were still ok with the HRA amounts. For Single the total is \$6,500 with the employer paying 80% and the employee paying 20% per each claim. The actual funded amount for singles for the township is \$5,240.00 for each employee covered by single coverage. For Family the total is \$13,100, with the employer paying 80% and the employee paying 20% per each claim. The actual funded amount for families for the township is \$10,480.00 for each employee covered per family. All Trustees were in agreement for Fiscal Officer Wyne to sign and return the Township HRA document.
- Fiscal Officer Wyne met with Brian from 5/3 regarding the Township investments. She noted that Trustee Kosch was present for a portion of the meeting since he came into the township

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

*December 8, 2021 - 6:00 pm*

to sign payroll. She would like to take \$250,000.00 from the market fund to invest in a one-year Certificate of Deposit. This would leave the township with \$427,840.09 of funds that can be liquidated if the township would need funds.

Trustee Searle made a motion to approve using \$250,000 of the 5/3 market fund to invest in a one-year Certificate of Deposit. Trustee Cotner seconded the motion.

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

- Fiscal Office Wyne stated she is inquiring if we are keeping the same meeting schedule for 2022 meetings: second and fourth Wednesday of each month at 6 p.m.? If so, she will prepare a resolution for the next meeting. The Trustees were in agreement with keeping this schedule for 2022.
- Fiscal Officer Wyne inquired how the Trustees want to be paid for their salary in 2022, per diem or base it off of 200 days? The Trustees agreed to keep the salary base the same as it is currently being done, which is 200 days.
- OTA Conference: The conference is scheduled for January 26, 27 & 28, 2022, and it will be an in-person conference. Trustee Searle stated he would like to attend. Fiscal Officer Wyne also noted she will be adding Zoning Inspector Barbee as an associate member. Forms will be placed in everyone's boxes.

Fiscal Officer Wyne stated she wanted to go into Executive Session to discuss compensation. It was determined that this would occur later in the meeting for both her compensation issues as well as additional compensation issues to be discussed by the Board.

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

- Updated Zoning Resolution: The updated zoning resolution went on-line with all the changes that have been made this year. There is a tentative meeting scheduled with the Zoning Commission to look at additional items that need to be discussed and reviewed.
- Posting Zoning Permits: We have received the okay from the prosecutor's office to post zoning permits with addresses and type of permits. This will be posted under the Zoning section of the township website.
- BZA: There have been two BZA hearings recently. There is also a hearing scheduled for Wednesday, December 15, 2021 at 6:30 p.m. at the Greenfield Township firehouse for the Fairfield County Commissioners.

## RECORD OF PROCEEDINGS

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

*December 8, 2021 - 6:00 pm*

One of the upcoming hearings is for the Precision Pain Care Clinic at 1525 Election House Road. In the record, it is zoned as industrial - B-1. For what they are looking to do, it does not need a variance, so that hearing needs to be canceled. Discussion continued regarding the details of the proposed changes, and the process for canceling the zoning hearing, as well as how to refund the money and collect the proper amount. She noted they will still need a zoning permit for building on the property. It was determined that she will send cancellation letters to the adjoining landowners. Also, the money will be refunded to them, and then the zoning permit fee will be charged at the time of application.

- Line Property Violation Letter/Violation Letter Templates: This violation letter has been emailed to the Board for review before it is sent out, and will be used as the standard warning letter for running a business out of a home. Also, Ms. Barbee has violation letter samples from Bloom Township that she will use as a draft to modify and create for Greenfield Township use.
- Rolling Hills Storage: In reviewing the records, Ms. Barbee noted that there was a parcel - one-half acre - that was never rezoned, so it is still zoned as agricultural; 1.75 acres was rezoned. Discussion continued regarding how to move forward with notifying the landowner of the zoning issue. It was determined there was no further notification needed.
- Permit Report: The Permit Report was provided to the Board. Also, Ms. Barbee noted she has continued to work on tutorials for the iWorks program on the laptop computer to learn how to use it. She sees where it will be beneficial to use in the future.
- Fisher Property: Trustee Cotner raised the issue of the Fisher property on Coonpath Road, which was being dealt with prior to Ms. Barbee becoming Zoning Inspector. There has been no further communication from them since they were sent a letter to notify them to clean up the property. He noted he has seen where trees/wood have been stacked up, and brush has been cleared toward their neighbor's house. He will attempt to reach her again and leave another message to find out where things stand. Trustee Searle noted that Kull Brothers had been contracted to clear some trees and brush to allow the Township access to the existing house for inspection; he asked whether the assessment had gone to the Auditor. Fiscal Officer Wyne replied it had not, as she needs to get guidance from Josh about how to complete the process. It needs to be done by the end of the year.
- Zoning Inspector Office Hours: Trustee Searle raised the issue of establishing the Zoning Inspector's schedule/ office hours now that she has been in the position for a period of time. It was decided that she would have office hours as follows: Tuesdays: 9 a.m. to 12 p.m.; Wednesdays: 3 - 6 p.m.; Thursdays: 9 a.m. to 12 p.m. This will allow for attendance at evening hearings which are usually held on Wednesdays. Also, the Trustee meetings are being held on Wednesday evenings, so she will be able to attend the meetings after regular office hours.

## RECORD OF PROCEEDINGS

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

*December 8, 2021 - 6:00 pm*

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

- **IT Issue:** Tom explained there had been an issue with the software package he uses to complete his inventory - Softworks - which is required by the state of Ohio. Softworks is used to inventory roads, culverts, guardrails, signs, and maintenance. After calling in the township IT consultant, Bill Cipparone, it appears the computer has been hacked and the Softworks file was modified; this appears to have happened in Feb. 2021. Bill was able to restore some of the data, but not all of it. Bill worked with the data specialist with Softworks, Kim Miller, and she confirmed that the file had been modified by an outside source. This means the software will probably need to be purchased again, along with a maintenance agreement. (The prior maintenance agreement lapsed. It is unknown whether the company ever sent a new one to the township to be renewed). A new maintenance agreement will cost around \$650-700. Tom was able to recover the data he needed to provide his monthly sign inspection sheet to Fiscal Officer Wyne; however it appears about two years worth of data cannot be restored. Fiscal Officer Wyne noted whomever has accessed the data is picking and choosing what they are accessing/removing. Bill did remove Tom's computer from the old server so no outside source has access at this point.
- Trustee Kosch inquired about whether Tom had discussed working on the computer with the full-time Road employee, Jeff. Tom confirmed that he had done so.
- Trustee Kosch also inquired about the status of the work that needs done in Woodland Heights, as he had been contacted about some brush and a log in a ditch in the area. Tom replied that whoever trimmed trees in that area had left the debris.
- Trustee Cotner asked about the status of the sign at Route 158 and Ginder Road. Tom reported he had contacted the state of Ohio and they are going to take care of it.
- Trustee Searle inquired about a small area near the high school that is used for gravel storage. He had been contacted by a resident who called it "unsightly", and said the grass was grown up next to the road. Trustee Cotner noted that the township had been allowing a company who is working in the Village to also store gravel there as well as park equipment. Tom explained that the area is narrow and difficult to access, and a different mower would need to be brought over and used to cut that spot.

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

- **FEMA Grant:** Chief Smith reported he is still working with the county grant writers to write this grant. They will assist with a final review.

## RECORD OF PROCEEDINGS

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

*December 8, 2021 - 6:00 pm*

- Bloom Township - borrowing Greenfield's Engine: Bloom is still using Greenfield's back-up engine while their engine is being repaired.
- Santa in the Village Event: This past weekend, GTFD participated in the Santa in the Village event, driving Santa around and attending the tree-lighting ceremony.
- Tyler Technology: GTFD met with Tyler Technology and the county dispatch center regarding new software that will be installed over the next 12-18 months to be used by the entire county, including the sheriff. This will be helpful to the fire department as it will use touch screen technology, so it will be used for responding rather than needing to use radios.
- Blood Drive - Thompson Concrete: Thompson Concrete is sponsoring a Red Cross Blood Drive on Friday, December 10, 2021 at the Firehouse from 11 a.m. until 6 p.m.
- First Aid and CPR class: On Saturday, December 11, 2021, the GTFD will be teaching a first aid and CPR class at the Glory Land Church.
- Kull Road Property: Chief Smith is meeting today with Bill Toole, Fairfield County Building Inspector, regarding a property that had been discussed with Zoning Inspector Barbee.
- Resignations: Chief Smith reported on two resignations where the firefighters have obtained full-time jobs and can no longer meet the hours requirement of their part-time positions: Carlie Goodchild and Kaylee Springer. Trustee Searle noted that if they move forward with resigning, they will not be eligible for any ARP funds that are deemed available. Fiscal Officer Wyne explained that they had already submitted their resignations, and Chief Smith confirmed they had already obtained full-time jobs.  
Trustee Cotner made a motion to accept the resignation of Carlie Goodchild and Kaylee Springer. Trustee Searle seconded the motion.  
ROLL CALL: Cotner: Yes    Kosch: Yes    Searle: No.    Motion Passed 2-1

### **FROM THE TRUSTEES:**

Trustee Searle raised the issue of the development on Carroll Southern Road. He noted that Tom Shafer had emailed them regarding the road base, with his recommendation that it be at least 10 inches, rather than only the planned six inches of type 304 aggregate. This is still not included in the plans. Trustee Cotner noted that he had spoken with Jeremiah Upp, who agreed with Tom's recommendation, and said he would look into it. Trustee Searle noted there is another RPC meeting on December 20, 2021 and suggested that Tom or someone should attend the meeting to voice concerns the Township has about the development. It was noted that the other issues, i.e. the size of the entrance, the cul de sac, and the planned island/green space in the entrance had been removed, per the third set of plans that had been submitted.

## RECORD OF PROCEEDINGS

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*December 8, 2021 - 6:00 pm*

Trustee Searle attended the Hunters Run Conservancy District virtual meeting on December 2, 2021. The primary discussion was regarding dam number 4 and 9 in the county. Dam number 4 is Rock Mill which was built in 1959. The last study was done in 2015, and it was determined the spillway is not wide enough. There is a study being conducted, and there are plans to work on the dam in the future.

Trustee Searle also raised the issue of compensation for Kim Wickham, who had worked on the amended zoning resolution. She had completed four hours of work on the revision, and he would like to compensate her for doing the work.

Trustee Cotner made a motion to pay Kim Wickham \$100 for the work she completed on amending the zoning resolution. Trustee Searle seconded the motion.

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

Trustee Cotner noted the next scheduled Trustee Meeting will be held on Wednesday, December 29, 2021 at 6 p.m. at the Firehouse.

At this time, Trustee Searle made a motion to go into Executive Session to discuss compensation. Trustee Kosch seconded the motion.

ROLL CALL: Cotner: Yes    Kosch: Yes    Searle: Yes.    Motion Passed 3-0  
The Executive Session was entered at 6:58 p.m.

Trustee Searle made a motion to come out of Executive Session; Trustee Cotner seconded the motion.

ROLL CALL: Cotner: Yes    Kosch: Yes    Searle: Yes.    Motion Passed 3-0  
The Trustees returned from Executive Session at 7:46 p.m.

Trustee Searle made a motion to give a .75 cent raise to the part-time employees of the Township, Jane Baughn and Doug Hughes, beginning with the first full pay period in 2022. Trustee Cotner seconded the motion.

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

Trustee Searle made a motion to give the two full-time Road Department employees a three-percent raise, beginning with the first full pay period in 2022. Trustee Cotner second the motion.

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

Trustee Searle made a motion to give the Fire Chief a three-percent raise beginning with the first full pay period in 2022. Trustee Kosch seconded the motion.

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

**RECORD OF PROCEEDINGS**

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

*December 8, 2021 - 6:00 pm*

Trustee Searle made a motion to give the part-time firefighters a one dollar per hour raise beginning with the first full pay period in 2022. Trustee Cotner seconded the motion.

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

Trustee Searle noted that a resolution would be drawn up and presented at the next meeting to address premium pay through the ARP funds.

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

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

The meeting was adjourned at 7:48 p.m.