

RECORD OF PROCEEDINGS

Minutes of

Greenfield Township Trustees

Meeting

December 28, 2016

Held 7:00 PM

The Greenfield Township Trustees met in regular session at the firehouse. Dave Cotner called the meeting to order and led those present in the Pledge of Allegiance. Dave Cotner, Lonnie Kosch, and John Reef were present. After each Trustee had reviewed the minutes from the previous meeting, Lonnie moved to approve the minutes; John seconded, and all voted yes.

ZONING BUSINESS

Kevin was not in attendance.

FIRE DEPARTMENT BUSINESS

Chief Schwinne stated he has reviewed some outdated information for our Transitional work place program that we need to update and make changes to. We need to decide who the coordinators/responsible parties are for the Township to update the policy. John moved to put Chief Schwinne and Tom Schaffer as coordinators and Trustees will be coordinators if anything should happens to either Chief Schwinne or Tom Schafer; Dave seconded, and all voted yes.

Chief Schwinne is currently doing interviews to fill a few part-time positions.

Chief Schwinne worked with Dawn to close out this year’s accounts and get ready for next year.

Started changing out the interior lights at the Fire Station that are on continuously to LED to save money. In 2017, the rest of the lights will be replaced to LED.

ROAD AND CEMETERY DEPARTMENT BUSINESS

Tom inquired about the check stub information and Dawn advised she contacted Pay Chex and they can provide a copy of the payroll stub for approximately \$12.95 each payroll. However, she believes once she is able to access information she will be able to print out the information and provide to each individual. At this time, she has not been able to get in to the system and is working with Pay Chex to get access.

Tom thanked Chief Schwinne for allowing him to use his software to update his computer successfully.

Trustee John inquired if Tom had the typed document for the disciplinary issue that needed to be signed. Tom advised he would get it typed and forward to the trustees’ for review.

Trustee John stated that the board moved a motion to buy a back hoe for a certain price and we didn’t buy it for that price. John advised the only legal way to clean this up is, to amend the original motion with the price that is on the invoice now per the Prosecutor. Dawn advised she has a typed

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up resolution (Resolution 2016 12 28 02 R) stating what the original motion was for \$77, 258.00 and the invoice amount is \$77,355.00; therefore the difference is \$97.00. Trustee Dave stated that Tom did say \$77,258.00 with \$18,500.00 trade in per the recording on 9-14-16. Trustee John said that was not the original motion! Lonnie advised he had a copy of the meeting minutes from 9-14-16, which showed the figure as \$77,258.00 with \$18,500.00 trade in. John said that was not the original motion he made, as the original motion had a trade in for \$15,000.00. Tom advised that the original was never a trade in for \$15,000.00 it was always \$18,500.00. Tom stated he did say \$77,258.00 but doesn't know where he came up with that amount. A motion was made by Lonnie to approve the Resolution 2016 12 28 02 R to pay the \$97.00 difference between the original figure of \$77,258.00 to the actual invoice amount of \$77,355.00; Dave seconded. Dave and Lonnie voted yes and John stated no, that according to the Prosecutor we have to amend the original motion. Dawn advised she would contact the Prosecutor to get advice if she is able to release a check.

FROM THE TRUSTEES

Trustee John asked if anyone had any information that they wanted on the comprehensive plan as he and Kevin is going to complete it and get it to Holli by January 6.

Trustee John expressed that Trustee Dave has stated at least twice during zoning commission meetings "Carroll redid their zoning and didn't do any good as it was thrown out of court" and a couple of the members are confused. Trustee John stated that is not a true statement and the Village of Carroll is upset. It was not zoning, it was property maintenance and the two are completely difference. Plus the Prosecutor doesn't do anything for the Village of Carroll, as the Village has their own attorney. Dave noted that he would apologize to Tammy Drobina

Trustee John made a motion to keep Attorney Donald Brosius (Brosius, Johnson & Griggs, LLC) as retainer for legal advice (Resolution 2016 12 28 03G) to employee as we did in the previous year with the \$10,000.00 appropriated; Dave seconded. Trustee Lonnie stated he would like it to be only used when necessary. Trustee John stated it would have to be by the board. All voted yes.

Trustee John inquired if the Village of Carroll has made any decision on purchasing the truck from the township. Tom stated he hasn't heard anything.

Trustee Dave advised he received a call from Stella Craig that the Civic Center roof is leaking on the Christmas tree. Dave asked if we should contact Tammy to get it fixed and John advised that it is the township's responsibility and stated it was repaired a couple of years ago. Dawn will look up who did the repair and report back to trustees

Trustee John asked if anyone else read Village of Carroll's recent minutes where they submitted for a grant with the Fairfield County EMA to using the Civic Center for a tornado shelter. This grant will also include updating the restrooms. Trustees advised more details are needed.

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Trustee Lonnie inquired about the invoice from Personnel Concept for required employment law posted for \$549.80. Lonnie contacted other vendors and we can obtain those cheaper. He also talked with Chief Schwinne who gets them from another vendor for approximately \$100.00 for 3 years; however, the Fire Department receives a book regarding employment that cost around \$500.00. Tom advised he gets book (cd). Dawn advised she contacted Personnel Concept to see about returning the information and was advised once we receive the information we have 30 days from the date of receipt to return for a full refund minus the shipping charge of \$49.99.

FROM THE FISCAL OFFICER

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

John made a motion to Approve Resolution #2016 12 28 01 Transfers Between Line Items, Dave second. All approve yes.

Dave Moved, Lonnie seconded, and all voted yes to approve financial reports, and all Then & Now Purchase Orders.

John Moved, Dave seconded, and all voted yes to pay the bills and the Payroll Electronic debit associated with warrants 31421 through 31449 listed on the attached Check Register.

Business concluded; meeting adjourned.