

## RECORD OF PROCEEDINGS

*Minutes of*

**Greenfield Township Trustees**

*Meeting*

*December 29, 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 December 8, 2021, Trustee Cotner asked if there were any changes to the minutes. Trustee Searle 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

After each trustee reviewed the minutes from the Special Trustees' Meeting held on December 23, 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

### **FROM THE FISCAL OFFICER:**

Fiscal Officer Wyne distributed financial reports.

- Trustee Searle made a motion to pay the bills associated with warrants 34482 through 34494 and warrants 34498 through 34517, and Electronic Debits 143-2021 to 149-2021 which are listed on the payment report; seconded by Trustee Cotner.

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

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

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

- Fiscal Officer Wyne advised she heard from the Attorney General's Office advising that the township would be receiving the payment from where the previous Fire Chief was paid out incorrectly for his sick leave when he retired.
- Fiscal Officer Wyne stated that Lonnie Kosch has decided that he doesn't want to move to Benistar insurance. Benistar insurance is for those individuals that are over the age of 65. In speaking with the insurance representative that insurance is richer than what the township has, still covers RX prescriptions and the individual still has to use the township HRA. This insurance would have saved the township around \$5,000 a year plus would have reduced the HRA expenses. As long as the township has employees 65 years and old on the medical insurance we can expect to see higher rates. In speaking with Amy of the Prosecutor's Office, she advised that I should have the insurance representative come to a meeting to advise the board of the insurance as not one Trustee can make that decision. I advised I have invited him; however, he has declined to come plus he is on vacation and this needs to be done by the end of the year.

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- Fiscal Officer Wyne stated Tom stated that he would like to charge for the transfer of cemetery deeds. She advised that there is an AG Opinion from 1930 that opines that the Township lacks authority to transfer a deed from a descendent to a next of kin unless the Township has passed a resolution permitting that transfer. She advised that in her opinion, the same logic applies to the Township charging a fee for a deed transfer. In talking with Tom, he stated that he doesn't recall that a resolution was ever done for transferring deeds but stated that deeds have been transferred. There was discussion on this but nothing was decided.
- Trustee Searle made a motion to approve Resolution 2021 12 29 01 BE IT RESOLVED by the Board of Trustees of Greenfield Township, Fairfield County, Ohio, to approve payment of salary and benefits for current elected and/or appointed officials and that the compensation will be paid by annual salary not to exceed the maximum amount set forth in ORC 505.24 and ORC 507.09 for fiscal year 2022. The annual salary is to be paid in equal monthly installments and may be paid from the general funds and/or funds in such proportions specified by the board. 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 29 02 which states BE IT RESOLVED by the Board of Trustees of Greenfield Township, Fairfield County, Ohio, that the meeting dates for 2022 are set as: 2nd and 4th Wednesdays of each month at 6:00 p.m. at 3245 Havensport Road in Greenfield Twp. Occasionally, meeting dates will change to accommodate various scheduling conflicts. When this occurs, the change will be posted on the township website, post office (Carroll) and at the administrative office building, in addition to sending to any media requesting it. Special meetings will be held as called by the Chair of the Trustees with a minimum of 24-hour notice to the media if requested by the media; and posted on the township website, post office (Carroll) and at the administrative office building. Emergency meetings called by the Chair to be held if necessary using the same procedures listed above. Trustee Searle seconded the motion  
ROLL CALL: Cotner: Yes Kosch: Yes Searle: Yes Motion Passed 3-0
- Trustee Kosch made a motion to approve Resolution 2021 12 29 03 which states BE IT RESOLVED by the Board of Trustees of Greenfield Township, Fairfield County, Ohio, to set mileage reimbursement rate per Standard Mileage Rates at 58.5 cents per mile set by the IRS for FY22. 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 29 04 which states BE IT RESOLVED by the Board of Trustees of Greenfield Township, Fairfield County, Ohio, to authorize the Trustees, Fiscal Officer, and Department Supervisors to attend local, state, and national conferences and seminars in 2022 with proper registration for such events. Trustee Kosch seconded the motion  
ROLL CALL: Cotner: Yes Kosch: Yes Searle: Yes Motion Passed 3-0

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- Fiscal Officer Wyne advised that she and Chairman Cotner will be meeting on Friday, December 31, 2021 at 10:00 a.m. for a meeting regarding record retention.
- The Township received a notice from the Ohio Division of Liquor Control regarding a new license for Speedway (2735 Columbus Lancaster Road). The notice needs to be signed and returned by January 7, 2022, if the Township wishes to have a hearing on the permit. Discussion was held and it was determined no hearing would be requested. Fiscal Officer Wyne will return the notice prior to January 7, 2022 indicating no hearing requested.

- Fiscal Officer Wyne stated she wanted to make the Board aware that she will not be signing the payroll for the pay period ending 12-25-21 as she doesn't believe that the Road Department's payroll is accurate. She stated she has stated many times falsifying payroll is fraud; however, the Board doesn't wish to correct this issue and she is not going to be held liable for the payroll.

Trustee Searle made a motion to go into Executive Session to discuss compensation; Trustee Kosch seconded the motion. Executive Session was entered at 6:15 p.m.

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

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

The Trustees and Fiscal Officer returned from Executive Session at 6:24 p.m.

Trustee Searle explained there were some discrepancies in payroll records for two Road Department employees for Pay Ending 12/25/21, and these will be taken care of tomorrow as leave forms will be submitted.

**ZONING DEPARTMENT:** Caitlin Barbee, Zoning Inspector, was not in attendance; however Fiscal Officer Wyne presented the following report:

- Ms. Barbee is scheduling a meeting with Anne Darling Cyphert and Kelly of Violet Township regarding the zoning violation enforcement process.
- There is a letter from a resident who is interested in serving on the Zoning Commission; however, Fiscal Officer Wyne suggested the Trustees will likely prefer to address this at the Jan 12, 2022 meeting for the beginning of 2022. She will get the letter to the Trustees for review before that meeting.
- Trustee Searle inquired about an email he received regarding 20.06 acres in Greenfield Township being moved to the city of Lancaster. Chief Smith stated there was a meeting held on December 7, 2021 where a resolution was made to move this property from Greenfield Township to the city of Lancaster. He had reached out to Zoning Inspector Barbee to find out specifically where this land is located, and if she had any contacts to get more information.

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Discussion ensued regarding which plot of land this was; however, it was undecided exactly where this land is located. Chief Smith noted this information is on the Fairfield County Commissioners' notes.

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

- **Tree Work/Tree Removal:** A tree was down and removed from Rainbow Drive recently during a windstorm. Also, a tree had to be removed from the corner of Sterling Drive and Rauch Road after the windstorm. Trustee Cotner inquired about a limb on Brook Road, noting there are three large trees there with large limbs hanging over the road and power lines. Tom stated that MidOhio would probably need to be called out to take care of this. Trustee Kosch asked if a quote would be sought before any work was done, since a motion will need to be made if the estimate is over a certain dollar amount.. Tom stated he would ask for a worst-case scenario estimate. It was noted there is no contract with MidOhio. They are used on a case-by-case basis.

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

- **Medic Committee:** The Medic Committee has been reviewing demos of medics that could potentially be purchased with ARP funds. Two of the vendors are in a similar price range and a quote will be obtained from them.
- **New Hires - Part-Time:** Chief Smith presented two new hires for part-time positions, upon completion of clear background checks and physicals: Reed Farmer and Dylan Anthony. Trustee Searle moved to appoint Reed Farmer and Dylan Anthony as new part-time firefighters upon completion of clear background check and physical. Trustee Cotner seconded the motion.  
ROLL CALL: Cotner: Yes    Kosch: Yes    Searle: Yes    Motion Passed 3-0
- **Electrical Issues with Medic 2:** There was recently an electrical issue - alternator - with Medic 2, which has been repaired. Greenfield borrowed Lancaster's Medic until ours was fixed.
- **Engine 561 Leak:** There was an engine leak - coolant - on Engine 561. Cummins will be contacted to find out if it's under warranty, which it should be, and to get a tech scheduled to work on the engine on-site. This is the front line engine. The engine was replaced last year and it was under warranty; it is a five-year warranty.
- **Brad Hutchinson - Company Wrench:** Company Wrench donated meals to all the fire departments in the county, and all the fire chiefs and firefighters were very appreciative. Trustee Searle stated a thank you letter should be drafted to be sent to Brad Hutchinson.

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- **Community Christmas Meals from Swan Club:** Christmas meals for needy families were provided by the Swan Club, and Dave Cotner was instrumental in coordinating that drive. Trustee Cotner asked for a thank-you to be written and given to him, and he will see that it gets to the proper person. He also stated that if more meals are needed next season, he should be notified and more can be obtained.
- **FEMA Grant:** The FEMA grant was submitted for AFG, and a response will hopefully be received sometime in May, June or July. The SAFER (Staffing for Adequate Fire and Emergency Response) grant is starting January 3, 2022. This would potentially allow hiring additional employees with the federal government money for three years. It does depreciate each year by a percentage, but it will cover the new hires for three years. It would cover wages and benefits 100% the first year; 80% the second year and 75% the third year. Additional money via a levy has to be sought within those three years. Chief Smith has been in contact with the county grant writer and she has been researching the information, so hopefully the process can move forward beginning January 3, 2022. She also reviewed the FEMA grant and thought the AFG grant was very strong. Chief Smith noted it is a big benefit to the Township to have this resource and not need to pay someone to write the grants. It was suggested that correspondence be sent to the county commissioners to thank them for this resource since it has been such a help.
- **Borrowed Engine Returned From Bloom Twp./New Medic Proposal:** The engine has been returned to Greenfield. Discussion continued regarding purchasing a new medic. Chief Smith reported the process is beginning, and he wants to get price quotes from the vendors - most likely Burgess, and also Horton in Grove City. They are under state contract. Chief Smith noted current Medic 2 is a used model (2002/2003) purchased from Cleveland. Medic 1 has been re-chassised. Chief Smith confirmed there was a statement from Josh that had been distributed which states Greenfield can make the purchase. Fiscal Officer Wyne asked that the statement be forwarded to her. She also noted that Amy will need to be contacted, as she will need to assist with writing the bid.

### **FROM THE TRUSTEES:**

- Trustee Searle presented the following resolution: "2021 12 29 05: WHEREAS Greenfield Township has applied for and received its first Tranche in the amount of \$284,713.38 in Coronavirus State and Local Relief Funds and Coronavirus Relief Funds (CSLRF/CRF) as provided under the American Rescue Plan Act (ARPA) through the Ohio Office of Budget and Management(OBM); and;

WHEREAS the Greenfield Township and the Township created a special fund (2275) to hold and track the funds that it has received under the ARPA, and;

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WHEREAS, pursuant to the US Treasury Department of Guidance (latest version 11/15/21), and the Final Interim Rule (issued 05/10/21), it is permissible for townships to pay public safety employees performing “essential” work during the COVID 19 public health emergency premium pay for the timeframe beginning January 2020, (see Final Interim Rule at page 45). for all regular hours worked during that time, and;

WHEREAS, the Final Interim Rule defines “essential work” as “work involving regular in-person interactions or regular physical handling of items that were also handled by others”, and;

WHEREAS, pursuant to the US Treasury Department Guidance and the Legal Opinion of the Fairfield County Prosecutor’s Office issued August 15, 2021, township firefighters and emergency medical responders are included in the Treasury definition of “public safety employees”, and are therefore eligible for premium pay, and;

WHEREAS provided under the Final Interim Rule, premium pay cannot exceed “an amount of up to \$13 per hour in additional wages or remuneration a worker otherwise receives, and in an aggregate amount, not to exceed \$25,000 per eligible worker”, and;

WHEREAS, pursuant to the Final Interim Rule, “If premium pay would increase a worker’s total pay above 150 percent of their residing state’s average annual wage for all occupations as defined by the Bureau of Labor Statistics’, Occupational Employment and Wage Statistics, or their residing county’s average annual wage, as defined by the Bureau of Labor Statistics, Occupational Employment and Wage Statistics, whichever is higher, on an annual basis, the State, local or Tribal government, must provide Treasury and make public available, whether for themselves, or on behalf of a grantee a written justification of how the premium pay or grant is responsive to workers performing essential work during the public health emergency”, and;

WHEREAS, the Board desires to pay the Greenfield Township full-time and part-time Firefighters/EMT’s premium pay for performing essential duties for the Township from the pay period (first date of a pay period) March 8, 2020 through December 25, 2021 (end date of a pay period) from the American Rescue Plan money received by Greenfield Township who were in an active pay status (regular hours and overtime hours) and who are still employed with Greenfield Township as of the effective date of this resolution, and;

WHEREAS, the full-time firefighters and EMT’s will be paid .75 cents per hour in the active pay status, plus any overtime that was incurred during this time period along with the Township’s share of benefits (medicare and pension plan), that occurred as a result of the premium pay from ARPA funds, and;

WHEREAS, the part-time Firefighters/EMT’s will be paid \$1.25 per each hour in active pay status that would include any holiday hours worked during this time period along with the

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Township's share of benefits (medicare and social security) that occurred as a result of premium pay from the ARPA funds, and;

WHEREAS, the premium pay would not exceed 150% of the state average for annual compensation for firefighters/EMT's under the Bureau of Labor Statistics', occupational Employment and Wage Statistics, no specific justification, other than these individuals are or have performed essential work during the COVID-19 pandemic, is necessary.

NOW, THEREFORE, BE IT RESOLVED, the Board of Greenfield Township Trustees hereby approved this issuance of premium pay of ARPA for the following employees in the following amounts , as they have been primarily designated to combating and mitigating the effects of the COVID-19 pandemic; (Attachment A will be submitted at a later date and attached to this resolution).

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

Discussion continued regarding who will complete the work/calculations in order to determine the appropriate premium pay. Fiscal Officer Wyne pointed out that only active hours worked were applicable for the premium pay calculation; no educational time should be counted. Also, overtime and compensatory time should be counted as hour for hour; not at time and a half. It is also only applicable to employees currently employed, and those who were in active duty since the effective date of the resolution. It was determined the Fire Chief would have the most accurate records and be able to make the calculations, and Fiscal Officer Wyne will review the information, once it is finalized.

Trustee Searle inquired regarding the contract with the Village of Carroll. Trustee Cotner said he would contact the mayor, as he had been told verbally they were in agreement. It was noted the Village council meets once per month, on the second Tuesday.

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 6:56 p.m.