

**RECORD OF PROCEEDINGS**

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

January 22, 2025 - *Held 7:00 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. Kent Searle, Dave Cotner and Lonnie Kosch were present.

Trustee Cotner presented the minutes of the January 8, 2025 Trustee Meeting. Trustee Searle stated the minutes are correct, but noted he had misspoken at the January 8 meeting concerning the number of members on the Board of Zoning Appeals and the Zoning Commission. He had stated the BZA had four members and the Zoning Commission had five members; however, once it was confirmed that David DeLong is now a Zoning Commission member, he wanted the current minutes to reflect that he had corrected his statement: There are five members on the Board of Zoning Appeals, and five members on the Zoning Commission.

With no other corrections or edits noted, 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

**FROM THE FISCAL OFFICER:** Fiscal Officer Jessica Kull reported on the following business:

The bank reconciliation for December was completed.

Fiscal Officer Kull asked for a motion to pay the bills associated with warrants 3535 through 3549, and electronic debits 274-2024 through 276-2024, and 1-2025 to 19-2025. Trustee Cotner made a motion to approve these actions, and Trustee Searle seconded the motion.

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

Fiscal Officer Kull asked for a motion to pay the purchase orders. Trustee Cotner made a motion to approve the purchase orders, and Trustee Searle seconded the motion.

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

Fiscal Officer Kull explained that two pages in the packet provided to the Board contained information from the Non-Bargaining Unit Policy, which included Section 63 concerning the insurance. It was updated at the end of December to reflect the fact that the Township pays 100 percent of the employee’s dental and vision insurance.

Because it is paid annually, the Township also covers the AFLAC Cancer Policy. This means, the wording needs revised to reflect the fact that the employee has the option to carry supplemental insurance. The old version lists short-term disability, cancer and life insurance; the revised version - the second page - moves the section up to list the AFLAC Cancer Policy. Trustee Searle made a motion to approve this change in the policy; Trustee Cotner seconded the motion.

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

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The following resolutions were presented:

Resolution 2025-01-22-01:

“Be it resolved by the Board of Trustees of Greenfield Township, Fairfield County, Ohio, to authorize the Fiscal Officer to transfer \$45,000.00 from the Road Department Fund 2031 to the Road Department Capital Improvement Fund - 4903”.

Trustee Searle moved to approve the Resolution; Trustee Kosch second the motion.

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

**2025 Road Capital Improvement fund transfer**

The Board of Trustees of Greenfield Township, Fairfield County, met in regular session on January 22, 2025, at the township in Carroll, Ohio, with the following members present:

David Cotner  
Lonnie Kosch, Sr.  
Kent Searle

**Kent Searle moved the adoption of the following Resolution:**

BE IT RESOLVED by the Board of Trustees of Greenfield Township, Fairfield County, Ohio, to authorize the Fiscal Officer to transfer \$45,000.00 from the Road Department Fund 2031 to the Road Department Capital Improvement Fund 4903.

**Lonnie Kosch Sr. seconded the Resolution, and the roll call vote for its adoption was as follows:**

<u>David Cotner</u>	<u>Yes</u>
<u>Kent Searle</u>	<u>Yes</u>
<u>Lonnie Kosch Sr.</u>	<u>Yes</u>

**Adopted January 22, 2025**

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**THE STATE OF OHIO, FAIRFIELD COUNTY, ss:**

I, Jessica R. Kull , Fiscal Officer, hereby certify that the foregoing is a true and accurate copy of the Resolution of Greenfield Township Board of Trustees, Greenfield Township, Fairfield County, Ohio, adopted on this 22nd day of January, 2025, at a regular meeting.

\_\_\_\_\_  
Township Fiscal Officer

Resolution 2025-01-22-02

Upon reciting this Resolution, it was found to have a typographical error; therefore, this will be corrected and presented at the next Trustee Meeting.

Resolution 2025-01-22-03

This is the resolution declaring it necessary to levy a tax outside the ten mill limitation, and further stating the intent to proceed to place an additional road and bridge levy on the May 6, 2025 Primary/Special Election Ballot. Trustee Cotner moved to approve this resolution; Trustee Searle seconded the motion.

ROLL CALL: Cotner: Yes      Kosch: No      Searle: Yes      Motion Passed 2-1

**GREENFIELD TOWNSHIP BOARD OF TRUSTEES**

Fairfield County, Ohio

The Board of Trustees of Greenfield Township (the "Board"), Fairfield County, Ohio (the "Township") met in regular session on January 22, 2025 at 7:00 p.m., with the following members present:

David Cotner, Lonnie Kosch Sr., Kent Searle.

**RESOLUTION NO. 2025-01-22-03**

**RESOLUTION DECLARING IT NECESSARY TO LEVY A TAX OUTSIDE THE TEN-MILL LIMITATION AND FURTHER STATING THE INTENT TO PROCEED TO PLACE AN ADDITIONAL ROAD AND BRIDGE LEVY ON THE MAY 6, 2025, PRIMARY/SPECIAL ELECTION BALLOT**

WHEREAS, on December 31, 2024, the Board of Trustees of Greenfield Township, Fairfield County, Ohio passed Resolution No. 2024-12-31-04 declaring the necessity for an additional levy outside, and in excess of, the ten-mill limitation for the purpose to levy a tax in excess of such limitation for the general construction, reconstruction, resurfacing, and repair of streets, roads, and bridges in the township as provided by R.C. 5705.19(G) at a rate not exceeding 1.75 mills for each one dollar of valuation, which

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would generate \$61 per \$100,000 of the county auditor's appraised value, for a continuing year term, commencing on January 1, 2025, first due in calendar year 2026; and,

WHEREAS, the Fairfield County Auditor has certified to the Board of Trustees of Greenfield Township, Fairfield County, Ohio that the dollar amount of tax revenue that would be produced by such an additional levy during the first year of collection is \$451,000 based on the current assessed tax valuation of the unincorporated territory of Greenfield Township, Fairfield County, Ohio of \$261,523,000.

NOW THEREFORE, be it resolved by the Board of Trustees of Greenfield Township, Fairfield County, Ohio, at least two-thirds of all members concurring, in accordance with Revised Code Section 5705.19(G) and 5705.25, as follows;

Section 1: That the amount of taxes that may be raised within the ten-mill limitation will be insufficient to provide for the necessary requirements of the Township and that it is necessary to levy a tax in excess of that limitation for the purposes of general construction, reconstruction, resurfacing, and repair of streets, roads, and bridges in the township as provided by R.C. 5705.19(G).

Section 2: That the Board proceed with submission of an ADDITIONAL LEVY at a rate not exceeding 1.75 mills for each one dollar of valuation, which amounts to \$61 for each \$100,000 of the county auditor's valuation.

Section 3: That said ADDITIONAL LEVY shall be for a continuing period, commencing on January 1, 2025, first due in calendar year 2026.

Section 4: That the question of such ADDITIONAL LEVY shall be submitted to the electors residing in the unincorporated territory of Greenfield Township, Fairfield County, Ohio at the primary/special election to be held therein on May 6, 2025.

Section 5: That the Fiscal Officer or designee of Greenfield Township is hereby directed to certify, not later than February 5, 2025, at 4:00 pm, to the Board of Elections, Fairfield County, Ohio, a copy of Resolution No. 2024-12-31-04, and a copy of this resolution together with the Certification of the Fairfield County Auditor, and notify the Board of Elections to cause notice of election on the question of levying the tax to be given as required by law.

Section 6: That the form of the ballot to be voted on for said levy shall be as follows:

PROPOSED TAX LEVY (ADDITIONAL)  
GREENFIELD TOWNSHIP, FAIRFIELD COUNTY, OHIO

A majority affirmative vote is necessary for passage

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An additional tax for the benefit of Greenfield Township for the purpose of providing for the general construction, reconstruction, resurfacing, and repair of streets, roads, and bridges in the township, that the county auditor estimates will collect \$451,000 annually, at a rate not exceeding 1.75 mills for each one dollar of taxable value, which amounts to \$61 for each \$100,000 of the county auditor's appraised value for a five year period, commencing in 2025, first due in calendar year 2026.

  2   FOR THE LEVY  
  1   AGAINST THE LEVY

Motion by David Cotner

Seconded by Kent Searle

The resolution be adopted this January 22, 2025 was carried by the following vote:

YES:   2                        NO:   1                        ABSTENTIONS:   0  

David Cotner  
Trustee

Lonnie Kosch Sr.  
Trustee

Kent Searle  
Trustee

This resolution represents a complete and accurate statement as to the actions taken by the Greenfield Township Board of Trustees.

Attest: Jessica Kull  
Fiscal Officer

Resolution 2025-01-22-04

This is the Resolution that actually changes the time of the meeting to start at 7:00 p.m. The previous Resolution stated 6:00 p.m.; however, a vote was passed at the last Trustee meeting to change the meeting time to 7:00 p.m. Trustee Searle moved to approve this resolution; Trustee Kosch seconded the motion. ROLL CALL: Cotner: No      Kosch: Yes      Searle: Yes      Motion Passed 2-1

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Resolution 2025-01-22-04

**2025 Meeting Dates**

The Board of Trustees of Greenfield Township, Fairfield County, met in regular session on January 22, 2025, at the township in Carroll, Ohio, with the following members present:

David Cotner  
Lonnie Kosch, Sr.  
Kent Searle

**Kent Searle moved the adoption of the following Resolution:**

BE IT RESOLVED by the Board of Trustees of Greenfield Township, Fairfield County, Ohio, that the meeting dates for 2025 are set as: 2nd and 4th Wednesday of each month, at 7:00 p.m., at the Greenfield Township Fire Department, located at 3245 Havensport Road, Greenfield Township. Occasionally, meeting dates will change to accommodate various scheduling conflicts. When this occurs, the change will be posted on the township website, U.S. Post Office (Carroll, Ohio) and at the Administrative Office building. In addition, it will be sent to any media requesting the information. Special meetings will be held as called by the Chair of the Trustees with a minimum of 24-hour notice and posted on the township website, U.S. Post Office (Carroll, Ohio) and at the Administrative Office building. In addition, it will be sent to any media requesting the information. Emergency meetings called by the Chair of the Trustees will be held, if necessary, using the same procedures listed above. Meetings will be held at the Greenfield Township Fire Department unless otherwise announced on the website, U.S. Post Office, and the Administrative Office.

**Lonnie Kosch Sr. seconded the Resolution, and the roll call vote for its adoption was as follows:**

David Cotner	No
Lonnie Kosch Sr.	Yes
Kent Searle	Yes

**Adopted** January 22, 2025

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**THE STATE OF OHIO, FAIRFIELD COUNTY, ss:**

I, Jessica R. Kull , Fiscal Officer, hereby certify that the foregoing is a true and accurate copy of the Resolution of Greenfield Township Board of Trustees, Greenfield Township, Fairfield County, Ohio, adopted on this 22nd day of January, 2025, at a regular meeting.

\_\_\_\_\_  
Township Fiscal Officer

**Part-Time Firefighter Hours:** Trustee Searle raised the issue of the maximum number of hours allowed for a part-time firefighter to work, and which policy still needed to be corrected to the right number. Discussion continued regarding the maximum number of hours allowed to be 1,976. Trustee Searle pointed out this was the number of hours the state allows, and not what the current Township policy states; therefore, the Township policy needs to be amended. Chief Smith noted the agreement the bargaining unit has with the Township does not include a stipulation that the part-time firefighter must sign a waiver before exceeding the 1,500 hours, per the current Township policy. Because they work a 24 hour shift, the firefighters are exempted from the standard work week hours limit, per the current policy (Page 9). Trustee Searle noted the number had been changed to 1,700 hours with a waiver, per direction of the Prosecutor’s Office, so the most recent document may not be what everyone is reading. This will be researched and amended for presentation at the next Trustees Meeting.

**Land Use Plan Meeting Postcards:** Trustee Cotner stated the cost of the postcards came to \$931.68. This will be paid out of the General Fund. He noted it was under the \$1,500.00 threshold. Discussion continued as to the information contained on the cards - February 5 at 7 p.m. - and a sample had been provided to the Board in the office. Upon final approval, the postage will be ordered, and the cards will be mailed once the post card stamps are received at the Carroll Post Office. Trustee Cotner made a motion to approve the land use land cards going out for February 5 at 7 p.m. at the Greenfield Township Fire Department; the cost of the cards was \$931.68, coming out of the General Fund; Trustee Searle seconded the motion.

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

**New Payroll Company:** Trustee Kosch raised the issue of the change to the new payroll company, and asked whether any other forms or paperwork needed to be completed. Fiscal Officer Kull explained there was no other paperwork needed from current employees. Information with HR Butler will automatically be transferred to Payroll Vault. Payroll Vault will receive the final information they need on January 23, 2025, and then the employees will receive an email from Payroll Vault The email will provide step-by-step instructions for setting up their portal in Payroll Vault so they can view their paychecks and information. The payroll schedule will be the same going forward, with the next pay date being January 30, 2025. Chief Smith noted the platform

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will be iSolved, the same as what HRButler used, so the transition should be pretty seamless. The newest firefighter received Payroll Vault paperwork, so he is already in the system. The W-2 forms will also be out by the end of the month. Discussion continued concerning the pay periods and pay dates for the end of 2024 and the beginning of 2025, and the transition to the new payroll company. The pay history will still be available in the HR Butler portal so employees can view it.

**ZONING DEPARTMENT:** Jeff Williamsen, Zoning Inspector, presented the following zoning business:

### **Meeting Schedule:**

- **Future Meetings:** Zoning Commission PUD Hearing on Tuesday, January 28, 2025 at 6:00 p.m. The hearing will address the Uplands project. It will be held either in the Fire Department meeting room or the firetruck bays, depending upon the attendance.
- February 5, 2025 - Trustee Land Use Plan Meeting.
- **Past Meetings:** Zoning Commission Meeting and Hearing on January 14, 2025.

**Zoning Permits:** None issued since the last Trustee meeting. There have been a couple applications submitted, but no permits issued.

The Zoning Commission approved the change for the R1 minimum acreage from one and a half acres to two acres.

Jeff reported that he will not be in attendance for the February 12 and 26 Trustee meetings, but will provide a report for both.

**Zoning Resolution Change:** Jeff provided a signature page to the Board regarding this change. This includes the July 31, 2024 update for breezeways and accessory structures on residential parcels, and the January 22, 2025 R1 minimum lot size update from one and a half acres to two acres. Jeff provided a copy of an email which had been sent to the Board by Jeff Zech, Chair of the Zoning Commission, which explained the two updates as mentioned, and why the Zoning Commission made the updates they made. Trustee Searle noted there would need to be a Trustee Public Hearing held before the finalized Resolution with these updates could be approved and published, either as presented, or with modifications.

After discussion, the Board decided to hold the Trustee Public Hearing regarding the updates to the Zoning Resolution on Monday, February 10, 2025 at 7 p.m. at the Greenfield Township Firehouse.



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Trustee Kosch raised the issues of the Rock Mill property, and whether they had filed all the proper paperwork since the property had sold and it had a PUD. Jeff responded that he had been unable to find either paper or soft (computer) records to verify what the PUD was/what the new owners were going to do. From prior meeting records, he could see what the owners stated they wanted to do; however, there wasn't documentation to verify what decisions had been made. The Board noted there was a public hearing that was held, and there was also a specification that they needed to have 20 acres in order to move forward. Trustee Cotner stated he would follow-up with someone who might have some insight into the property and the plans, and whether the new owners have the 20 acres so they can move forward with their plans. It was also noted the new owners needed to come back to the Trustees with their plan for the property, based on the PUD. Trustee Kosch stated he would come into the office to help look through records, if he got the chance.

Trustee Kosch also raised the issue of the property on Coonpath Road where there is equipment parked. He asked if there was a permit or signage for it; Jeff responded there is not. It was noted it does not go against the zoning code, as the equipment is temporary and movable. However, Jeff did note the trailer sitting there is not supposed to be there, and he had been trying to get it moved.

Trustee Kosch noted for Fiscal Officer Kull that the meeting time on the website needs to be changed to 7:00 p.m., as it still says 6:00 p.m.

Trustee Cotner recognized the Sheriff's Deputy who was in attendance and thanked him for being in attendance.

**ROAD DEPARTMENT:** Tom Shafer, Road and Cemetery Superintendent, presented the following business:

**Ohio Public Works Commission:** Tom noted he spoke with Eric McCrady of the Fairfield County Engineer's Office about the three jobs that Eric stated will be bid out this spring, with a completion date of this fall. Tom went on to explain some issues with one of the jobs, and what the County is doing to get that worked out.

Additional discussion was held concerning the amount of funds that will be paid back to OPWC through the county - \$208,000.00 - which is 26 percent of the \$800,000.00 being spent on the jobs. Allocation money can be used to pay toward that amount, also. Tom explained the Fairfield County Engineer's Office will conduct their own engineer's estimate, also, and if it comes back as being more than ten percent of the engineer's estimate, it will be recommended to have it re-bid.

**Road Use Maintenance Agreement - RUMA:** Tom explained this agreement is also through Fairfield County, and it involves an AEP project that will come through the Township. The County will handle the bond on the Township's behalf. The Township

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roads that are involved in the agreement are Rainbow Drive, a portion of Ginder Road, Sheets Road and Burchey Road. It basically follows the high tension power lines and gas line that cuts to the northeast through the Township. The total on the bond is \$3,990,070.00. There are ten more roads included on the project, outside of Greenfield Township's roads. He also stated the project managers will be recording and monitoring for any damages to the roads that need to be repaired due to this project.

**ODOT Mileage Certificate:** Tom presented the certificate to be signed by the Board, and he stated he would get it back to the County. This was signed and returned to Tom to be submitted to Fairfield County.

**Job Applicant for Part-Time Position:** Tom presented an application from Bob Lanier for a part-time road worker position, and recommended moving forward with hiring Mr. Lanier. Tom noted Mr. Lanier was a retired Fairfield County Engineer's Office employee, has a Class A CDL, knows how to plow snow, and has operated heavy equipment. Tom reported Mr. Lanier had stated he may not always want to work the full 29 hours per week allowed by the Township. Trustee Searle asked that this be discussed and confirmed with him, so he is not expecting to always work 29 hours per week on an ongoing basis, as had happened with part-time employees in the past. Tom also reported the last part-time road worker was making \$23 per hour, (in 2023) and Tom recommended Mr. Lanier start at \$24 per hour. Trustee Searle made a motion to hire Bob Lanier at a rate of \$24 per hour, to start as soon as he has his background check and MDR; Trustee Kosch seconded the motion.

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

**Cemetery Deed:** Tom presented a cemetery deed for signature for Steve & Cathy Underwood. Tom explained Mr. Underwood had bought lots previously, and then changed his mind and wanted to change the lots. Tom stated he had poured a footer for him in the fall, but then Mr. Underwood had a different idea of where he wanted his lots to be. Tom also noted the footer may be dug up in the future, but that is to be determined.

Trustee Kosch asked if there was going to be enough time to get information out regarding the Road Levy, since it lost by 800 votes the last time it was on the ballot. Tom stated he felt they had enough time to get the word out about the fact that the current road levy is now 24 years old. He also wants the votes to know the Department wants to hire another full-time employee, do more extensive road maintenance, i.e. paving and microsurfacing, etc., and get the roads in better shape.

**FIRE DEPARTMENT:** Chief Brad Smith presented the following business:

**Grants:** The Department has submitted an application for the ODNR grant in the hopes to replace the tank and pump on the crash truck. They will also apply for the Ohio Department of EMS grant, which opens next Sunday. It is a reimbursement grant they typically apply for

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each year. It usually generates \$3,000 to \$4,000 each year.

**Department and Township Compliments aka “Atta Boys”:** Chief Smith shared a note of thanks with the Board from a resident, and briefly explained the situation. There had been an event which occurred during a wedding, and the members of the Department who responded remained as quiet and respectful as possible while responding to the situation. The mother of someone in the wedding party was extremely grateful for the Department’s awareness and response in the situation.

Chief Smith also noted his thanks to two fellow Township employees:

Tom Shafer had assisted earlier in the day with a situation of an auto accident where there was water on the roadway. This helped not only the Fire Department, but also the Ohio State Highway Patrol, to mitigate any future hazards.

Chief Smith also gave a note of thanks to Jeff Williamsen for bridging the gap between the developers he is talking to and the Fire Department, as the developers are beginning to contact Chief Smith with questions about requirements in the Fire Department.

**FLOOR:**

Dawn Wyne asked when the January 20 meeting was changed to February 5. The Board discussed it, and did not have a specific date of the change, but noted it was after the Buckeyes won their last game, and it was determined the National Championship game would be played on January 20. They also realized that January 20 was Martin Luther King Day, so they felt it would be best to move the meeting date. Mrs. Wyne questioned whether the change was made in an open meeting, and Trustee Searle confirmed that it was not.

**FROM THE TRUSTEES:**

**Ascend Cannabis Dispensary Host Agreement:** Trustee Searle stated the Board agreed on all of the terms at the last meeting, but did not discuss and agree upon an annual cap for the agreement. Amy from the Prosecutor’s Office suggested an annual cap of \$250,000. Ascend’s original proposal was a \$100,000 cap, but it was noted that the figures have been increased. After discussion, the Board agreed upon a \$200,000 cap. Trustee Searle stated he would email Amy with this information.

With no further business to come before the Board, Trustee Searle made a motion to adjourn; Trustee Kosch seconded the motion.

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

The meeting adjourned at 7:56 p.m.