

RECORD OF PROCEEDINGS

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

May 8, 2024 - Held 6:00 PM

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

Trustee Searle presented the April 24, 2024 Trustee Minutes for approval. With no additions or corrections, Trustee Cotner moved to approve the minutes as written; Trustee Kosch seconded the motion.

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

Trustee Searle presented the minutes from a Special Trustee Meeting held on April 4, 2024. These minutes needed to be amended due to an incorrect vote/abstention. Trustee Cotner moved to approve the minutes with the noted correction; Trustee Kosch seconded the motion.

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

FLOOR:

Kaiden Bergert, 3741 Eagle Drive, was the first speaker. Mr. Bergert was in attendance to ask for the Board’s permission to conduct his Eagle Scout project. This involves taking pictures of all the graves/headstones in the township cemeteries, and then uploading them onto a website called “Billion Graves”. This is a nationwide database where people can access the information for genealogy websites where they can link the information together. He plans to ask his family and friends to assist with the project and the picture-taking. He is a member of Troop 241 based in Lithopolis. Discussion continued with Tom Shafer, Road & Cemetery Superintendent, concerning having a hold harmless agreement in place, as well as the issue of not having time to spend with any oversight of the project. Mr. Bergert explained he would not need any oversight. Leslie Bergert, Mr. Bergert’s mother was in attendance, and she explained that everything that would be done was covered under the Boy Scouts of America liability. Mr. Bergert had a paper to provide to the Board for a signature for his project. Ms. Bergert also explained that Mr. Bergert wanted to start with the cemetery near the airport and find out how much time it took for all the documentation, and then determine how much more would be done.

Trustee Searle made a motion to approve Kaiden Bergert conducting his cemetery Eagle Project in Greenfield Township; Trustee Cotner seconded the motion.

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

Trustee Searle signed the paper that Mr. Bergert provided from the Boy Scouts of America concerning the project.

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FROM THE FISCAL OFFICER:

Fiscal Officer Kull noted the bank reconciliation for April 2024 had been completed, and the report was included in the packet which had been distributed.

Fiscal Officer Kull asked for a motion to pay the bills associated with warrants 3287 through 3302. Trustee Kosch moved to pay these bills; Trustee Cotner seconded the motion.

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

Fiscal Officer Kull asked for a motion to approve the electronic debits 75-2024 through 89-2024; Trustee Kosch moved to approve these debits; Trustee Searle seconded the motion.

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

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

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

Fiscal Officer Kull stated that audit items are still being gathered. There are six remaining items that need to be processed to provide to the auditors. The goal is to have them done within the next week or two, and then submit them to the auditors. Once that is done, a date will be scheduled by the auditing firm to come in to conduct the on-site audit. This will take one to four days, depending on the paperwork to be reviewed.

Trustee Searle raised the issue of a motion that was needed for a decision made at the last Trustee meeting. This is regarding the waiving of the fee for opening and closing of a grave for Ronnie Wyne. Trustee Searle made a motion to waive the cost for opening and closing of the gravesite for Ronnie Wyne, based on the fact that his wife was a previous employee of the Township; Trustee Kosch seconded the motion.

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

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

Road Salt Update: Tom reported that all of the salt from last year’s ODOT contract has been delivered. The conveyor was ordered/used in order to get the salt loaded into the salt barn. It was an additional \$6/ton to have it loaded by conveyor, which was approximately an additional \$904. It would have cost \$20/ton to have ODOT store it for the Township. Tom reported he did not participate in the contract for this year. There are approximately 900 tons of material on hand. In speaking with Columbus Salt Yard, they confirmed that the Township

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could buy salt from them if needed. It would be purchased through Henderson Trucking. Tom also noted that if the Township had needed to buy salt from them this year, it would have cost \$96/ton. He also stated the ODOT contract price for this year would have been \$69.64/ton.

Road Spraying and Mowing: The first round of mowing and spraying has begun over the course of the last week and a half. The first round of road mowing is almost done. Trustee Searle noted that it looked good.

Vacation: Tom stated he had sent an email to the Board to notify them of his vacation leave from June 1 through June 8, 2024, Saturday to Saturday. Trustee Searle wished him well on his vacation, and asked that he create a schedule of activities for his staff while he is out.

Tree Trimming on Mt. Zion Road: Tom had met with another contractor, A-Z Tree Service, who provided an estimate of \$10,500. The Arbaugh estimate was \$4,750. He is still waiting to hear from a third contractor; however he stated when this contractor did give an estimate last year, his quote was the highest of the three for the Brook Road work.

New Truck: Tom reported he is obtaining quotes for a cab and chassis for a new truck for later this year or next year. A completed truck would not arrive until the first of next year, even if a decision was made today. He was advised to go ahead and purchase the cab and chassis now to avoid a potential price increase toward the end of the year.

Roadwork Quotes: Tom has gotten four summer paving/road work quotes for getting Brook Road leveled up, and also doing cape sealing and microsurfacing on Claypool and Helena Drive. This will be discussed in the next meeting when more detailed information is available.

101G ODOT Contract: Tom explained he has heard things both for and against using the 101G ODOT contract. He explained this contract is used to find a contractor to complete various types of road work, paving, tree trimming, etc. ODOT does all the work in terms of the bidding, and they approve the contractors, do background checks, etc. Based on the scope of work that needs to be done, the township would choose who they want to use to complete the work, and no bidding would need to be done; the state has already completed that process. Tom stated he asked Todd Van Kirk, ODOT, who oversees the contracts, how he would advise the Board and Fiscal Officer, and Mr. Van Kirk cited ORC 5513.01B, which is spelled out as to the process and how it works. Trustee Searle questioned this because the information from the prosecutor's office stated the contract was not for use by Townships. Fiscal Officer Kull pointed out that the information stated it was used with projects when the Township is engaging the county engineer's office. Tom reiterated that he always contacts the county engineer's office regarding road work when there is a possibility of going over a certain dollar amount/threshold to determine how he should proceed in terms of the contract or bid process. Trustee Kosch asked if there was a fee to join this contract. Tom stated there is no fee; however, the Township would need to pass a resolution to state they wish to

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be included, and it goes to ODOT for review. There is a second step which he does not have available.

Trustee Searle asked if the microsealing project would go through the county; Tom confirmed that it would. He would contact Eric McCrady with ODOT, give him the quote and numbers, and ask him to advise whether it is a good idea. Tom went on to explain the plan for the summer road work as follows: Do a one inch leveling course down Brook Road, from Pleasantville Road to Ginder to get it leveled up. Tom noted he had received a quote from Shelly Company and from McKee paving in Nelsonville; Shelly had the better quote. He also stated he would like to do Claypool Drive, Helena Drive, Dolson Court and one more. This would include cape seal and microsurfacing. He stated he had enough money to complete this project with the combination of a few different funds. Trustee Kosch asked if Tom was looking at completing work at Victor. Tom stated the road surface itself is sound; however, touching up the cracks would be a good idea. He went on to state he felt the best plan would be to mill butt joints, connect the old section of Victor to the new section that runs up by Election House; mill the butt joint to the west back down to Memorial Drive, and put blacktop on it. He stated he does not have the budget to do that at this time.

Trustee Kosch also asked if there had been any more information about Ginder Road. Tom stated he had not heard anything further, and went on to say he did not want to spend more money on that road with the upcoming ODOT project to put in a roundabout at Coonpath and 158, estimated to occur in 2025. He also noted he had been told there are plans being made for an intersection improvement at Rainbow Drive and 158.

Levy Update: Lengthy discussion ensued concerning the various aspects of a levy. Trustee Searle stated a plan was made to prepare a resolution; however, there were questions about millage, type of levy, etc. so those details need to be determined first.

Fiscal Officer Kull explained there were three specific questions from the Auditor's Office: Is the levy an additional levy, a renewal levy, or a replacement levy? Trustee Kosch suggested it is an additional levy. Tom Shafer went on to state these details needed to be discussed and ironed out. It was noted it would not be a renewal because there is already a permanent levy; a replacement levy would entail ending the first levy and starting a new one. The second question from the Auditor's Office was whether it was a fixed term or a continuing levy. The current levy is a permanent levy. Trustee Kosch noted the levy needed to be specific as to what it would be used for, whether that is equipment, salaries, road work, etc. Tom went on to state that he would like to look at more long term, permanent road maintenance; however, he would also like to see something included for sustainability for the Road Department. He would like to see 70% to go for the roads, and 30% to go for retention and labor. Tom noted that the 1% millage in the existing road levy could be decreased if it is decided to keep that levy, and then add the new levy to go toward road maintenance. Discussion continued about having a special meeting to set forth the details of the levy, and hold it within the timeline necessary to get the resolution done and get everything to the Board of Elections by the deadline. The levy needs to be in the Auditor's Office by the

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beginning of July so they have time to complete what they need to do, and have it to the Board of Elections by August. Chief Smith and Captain Spires offered to assist with composing what is needed for the levy. Trustee Searle also suggested contacting the Auditor's Office so they can give guidance on what needs to be included in the levy. Tom stated he would reach out to them.

Tom Erlenwein asked for clarification on the schedule for the next land use plan meeting. It is scheduled for Wednesday, May 15, 2024 at 6:00 p.m. at the Firehouse.

ZONING DEPARTMENT: Tom Erlenwein, Zoning Inspector, presented the following business:

The advertisement for the conditional use hearing for the Stebelton property at Lithopolis and Collins Road has been delayed due to the lack of a quorum. It will be rescheduled pending the BZA response to getting a quorum set for a specific date within the 30 day window requirement.

There is another meeting with the mayor and commissioners on May 16, 2024 at 1:30 p.m. The subject will be discussion of the New Community Authority between Greenfield Township and Lancaster. Trustee Kosch will also be attending.

There are more than ten permit applications pending at this time.

Public Complaints: There is an additional outstanding complaint regarding a roofing operation in Greenfield Estates which Tom has not had a chance to investigate as yet.

There has also been a complaint on Yutzy Builders on Brook Road. They are building a new structure on the property and have a permit for it. Tom noted the last meeting minutes stated incorrectly that he said the variance application had been approved, and this is incorrect. The BZA rejected the variance application, which was in 2002. Tom will be following up with Mr. Yutzy as to the status of his business operations.

Discussion continued as to the specific correction that needed to be made to the minutes regarding the variance application. It was determined that the amended minutes will be presented at the next meeting for official acceptance and signature of the noted correction.

Bainter Property: A follow-up meeting with counsel is in the process of being scheduled. Mr. Bainter has acknowledged verbally that the property needs to be vacated and could not be used for residential. Tom confirmed with Mr. Bainter that it could be used for office space for industrial use of the business property, but it cannot be used for a rental property. Tom noted there is a possibility that someone may apply for a conditional use for a landscaping company on the property, as someone had expressed interest in buying the property and using it in this manner. Trustee Searle

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stated he had received confirmation that Mr. Bainter could meet on Tuesday at 9:30 a.m. He will forward this email to Tom Erlenwein and Jessica Kull, who were not copied on the email, as it also contained a public records request.

Zoning Commission Language Changes: These changes were submitted to the RPC. This involves the definitions around breezeways. Trustee Kosch noted this was discussed at last night's meeting. Some of the definitions were passed; some were rejected, and those had to do with pitch, height restrictions, a utility building, and a breezeway attached to a house. He will share this information with Tom.

Tom went on to explain that the Zoning Commission was addressing issues that happened concerning breezeways at specific properties - Ginder Road and Brook Road. The Zoning Commission will review this one more time based on the feedback received from the RPC, and then prepare it to submit to the Board. Trustee Kosch noted the RPC felt it was too restrictive for the township. Tom responded that the Zoning Commission had reviewed zoning code from surrounding townships and used the best practices in those communities as guidance for their revisions. Tom stated there is a Zoning Commission meeting scheduled for May 21, 2024.

Dacey Issue: Tom stated Mr. Dacey had never gotten a permit for the porch he built. He did come to the office and tried to submit a permit application after he received a violation notice. Tom told him he needed a variance first, before he could apply for a permit. However, the BZA rejected the variance. The issue will need to wait to be resolved until after a decision is made by the court.

David Day, 3050 Lithopolis Road, asked Tom if he had any knowledge about the Attorney General's office getting involved with 3015 Lithopolis Road. He stated Troy had brought it up in a hearing that had been held concerning the lime dust coming off the property. Tom responded that he had not heard anything to this effect; however, dust control would be something that would be taken into consideration as part of a conditional use.

Mr. Day also asked if he needed to watch for the signs to be placed so he will know when the hearing is scheduled. Tom stated that once the hearing is scheduled, he will call or visit Mr. Day to make him aware.

Mr. Day asked about the status of the nuisance property. Tom stated that they have stopped burning which had been a major concern of Mr. Day and his neighbor. The dust control measures are also being taken. He also stated any further hearings on a nuisance property requires additional notices and additional hearings.

Tom reiterated that a conditional use hearing will be scheduled, as there are multiple uses occurring on the property. It will be a public hearing.

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Mr. Day stated he had taken some steps with Troy and the Stebeltons to get his home and his neighbor’s home cleaned up from the burning that had taken place, and he hopes to do this with no court involvement. He reiterated that the burning and the limestone dust were the two main issues since that impacts his wife’s health, as well as his neighbor’s health.

FIRE DEPARTMENT: Chief Brad Smith presented the following business:

Medic Two: The brake master cylinder has been fixed. Brad also reported that another Fire Chief was interested in purchasing the truck, and had sent an update that his Board had given approval for them to purchase the vehicle. Brad noted he had planned on listing the vehicle for \$5,000 on an auction site, and the other Fire Chief had agreed to that purchase price. Chief Smith asked for a motion to sell the vehicle to the Richland Township Fire Department.

Trustee Cotner made a motion to sell the old Medic 562 to Richland Township for \$5,000; Trustee Searle seconded the motion.

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

New EMS Billing Vendor: Brad stated he had the contract from the new EMS Billing company and forwarded it to Amy in the Prosecutor’s Office. She will have it early next week and will also provide a termination letter to Brad to be given to the previous billing company. Brad will be contacting Violet Township for information regarding their contract with Change HealthCare, since Change HealthCare had not provided any information to the Township.

Employee Update: Brad stated he had two full-time candidates to bring to the Board. He asked for a motion to approve the hiring of Hadyn Ashby as a full-time firefighter and paramedic, pending her pension physical results. Trustee Searle made a motion to appoint Hadyn Ashby as a full-time firefighter, effective the pay period after she passes her physical; Trustee Cotner seconded the motion.

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

The second candidate is Jon Bainter. He will be a lateral transfer with an effective date of May 26, 2024 as a full-time firefighter paramedic. He will not need to go through the pension physical since he is already in the system. He is transferring from Circleville. Trustee Searle made a motion to hire Jon Bainter as a full-time firefighter effective May 26, 2024; Trustee Cotner seconded the motion.

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

Fairfield Career Center: Brad reported he would be meeting with the Career Center this Friday to discuss situational tactics for any type of events that might occur at the school.

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Other upcoming trainings are a grain bin rescue training this Saturday, as well as fire simulator training the following Saturday for Department members that are able to attend.

Fire Truck Ride: Chief Smith raised the issue of a student at Bloom Carroll Elementary who won a PTO raffle for a ride in a fire truck. He will arrive at the firehouse and then be transported in the fire truck to the school, and back to the firehouse. Brad has sent a liability waiver to the parents for them to sign off on this activity, and also noted a parent would be riding in the engine with their student. The activity will occur on May 24, 2024. Brad noted the waiver he sent to the parents was from OTARMA, who had provided it for a previous similar activity. Trustee Searle expressed his support of the activity, but he noted there should be input sought from the prosecutor’s office and OTARMA before the activity would take place in the future.

Memorandum of Understanding: Trustee Searle raised the issue of the loss of three full-time firefighters recently, and it is due to higher paying jobs elsewhere. The Board has been working with the Local 4422 on this issue. He noted that Greenfield Township has the lowest wages in the county which is the cause of the retention issue. The Board and Local 4422 have come to an agreement to give the starting firefighters a \$10,000 raise. This will be a memorandum to the current contract which will be \$10,000 more than what was agreed upon in the previous contract. The union, the Fire Chief and the Trustees all feel like this is needed to be able to maintain firefighters in the Township. Trustee Searle made a motion to approve the Memorandum of Understanding for May 8, 2024 that gives a \$10,000 raise to the starting firefighter position, as well as raises up the rank: Trustee Cotner seconded the motion.

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

FROM THE TRUSTEES:

Fiscal Officer Kull presented a draft of the land use map that is color coded. The Board had discussed having a map available on the website. By posting the draft map, it would give the community an opportunity to review it as well as looking at the current map. This will allow for any comments or questions the community may have at the next land use meeting on May 15, 2024. The Board agreed this should be posted. Fiscal Officer Kull will have it sent over to be posted, hopefully tomorrow.

Trustee Cotner raised the issue of hiring Marshall McCormick to create the Greenfield Township Comprehensive Plan, as well as inviting him to the next land use meeting. After discussion, it was determined that Mr. McCormick would be invited to the next meeting, and he will be paid. Specific information concerning the terms of a contract, as well as fees and charges, will be discussed at that time. Trustee Kosch will email Mr. McCormick to invite him to the meeting. Trustee Searle made a motion to have Mr. McCormick attend the next meeting and pay him; Trustee Cotner seconded the motion.

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

Trustee Searle noted there was no update on the Fairfield County Basic Zoning Code.

OTARMA Property Appraisal: Trustee Searle noted this was currently in process. Fiscal Officer Kull stated OTARMA will be making a visit on May 21, 2024 at 9 a.m. Tom Shafer and Brad Smith are both aware.

Cemetery Deeds: Tom Shafer presented three new cemetery deeds for signature: Janet Holiday in Carroll Cemetery, Lou Varga, Baugher Cemetery, and Kimberly Harshbarger, Carroll Cemetery.

Trustee Searle made a motion to approve the purchase of Lot 187, Section C, Grave 1 to Kimberly Harshbarger; Trustee Kosch seconded the motion.

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

Trustee Searle made a motion to approve the new purchase of Lot 16, Section B, Grave 1 in Baugher Cemetery to Lou and Tamzan Varga; Trustee Kosch seconded the motion.

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

Fiscal Officer Kull asked for a motion to correct the ownership of a cemetery deed in Carroll Cemetery, Lot 31, Section E, Grave 3; Trustee Cotner moved to approve the motion; Trustee Kosch seconded the motion.

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

Trustee Searle made a motion to go into Executive Session to discuss a personnel issue; Trustee Cotner seconded the motion.

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

Executive Session was entered at 7:25 p.m.

Trustee Searle moved to return from Executive Session; Trustee Cotner seconded the motion.

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

Trustee Searle stated the Executive Session was for information gathering; no decision was made.

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

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

Meeting adjourned at 7:40 p.m.