

# RECORD OF PROCEEDINGS

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

August 14, 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 minutes from the May 30, 2024 Special Trustees Meeting. With no corrections noted, Trustee Kosch moved to approve the minutes as written; Trustee Cotner seconded the motion.

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

Trustee Searle presented the minutes from the June 17, 2024 Special Trustees Meeting. With no corrections noted, 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 the July 8, 2024 Special Trustees Meeting regarding the preliminary budget. With no corrections noted, Trustee Kosch moved to approve the minutes as written; Trustee Cotner seconded the motion.

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

Trustee Searle presented the minutes from the July 8, 2024 Special Trustees Meeting regarding the Comprehensive Land Use Plan. With no corrections noted, Trustee Kosch moved to approve the minutes as written; Trustee Cotner seconded the motion.

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

Trustee Searle presented the minutes from the July 24, 2024 Trustees Meeting. With no corrections noted, 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 the July 31, 2024 Public Hearing regarding Section 415 - breezeways. With no corrections noted, 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 the August 8, 2024 Special Trustees Meeting. With no corrections noted, Trustee Kosch moved to approve the minutes as written; Trustee Cotner seconded the motion.

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

## **FLOOR:**

Brenda Conner, 465 Lytton Way, Gahanna, spoke from the floor. She stated she was coming to the Board to ask for any assistance or support in her situation regarding the intersection of Route 158 and Rainbow Drive. She explained her brother had been killed in an auto accident at that intersection on July 25, 2024, and that she had been talking with Tom Shafer, Road and Cemetery Superintendent, about this intersection and what, if anything, the Township could do about it. She had also spoken to the county, as well as ODOT, and also the principal of the high school, due to students who drive through this intersection. She stated several people had commented on her post about that

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intersection being a known dangerous intersection. She was told by ODOT that they were studying the intersection to look at improving visibility; however, that was taking place over the course of four years and not expected to be done until 2028. They also told her they are in the process of doing some grading of the road to try to improve the visibility, and informed her there was not enough traffic to warrant installing a traffic signal. Tom Shafer confirmed he had been discussing the intersection with Ms. Conner since the accident happened, noting that it is a state route. He also stated he was told by ODOT that they were considering putting a roundabout there in the future. He stated he could reach out to his ODOT contact in Lancaster, and ask if they could install the flashing LED stop signs at that intersection on both sides of Rainbow Drive. He went on to explain that he had spoken with Eric McCrady of the Fairfield County Engineer's Office and was told that the Board of Trustees could petition to have a traffic study done to lower the speed limit on the other side of Rainbow Drive to 35 miles per hour. (It was noted that it is no longer a requirement that the petition come from the residents in the area). Trustee Searle expressed the Board's concern for Ms. Conner's loss, and stated they would do what they could regarding this issue; however, he reiterated the state of Ohio is ultimately responsible for the intersection. Fiscal Officer Kull will consult with Mr. McCrady on creating a resolution to request this speed study.

**FISCAL OFFICER:** Fiscal Officer Kull reported on the following items:

The July bank reconciliation has been completed, and it was available to be signed earlier today.

Fiscal Officer Kull asked for a motion to pay the bills associated with warrants 3391 through 3412, and electronic debits 146-2024 through 154-2024; Trustee Cotner made a motion to approve the above; 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 pay the purchase orders. Trustee Cotner moved to approve this payment; Trustee Kosch seconded the motion.

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

Fiscal Officer Kull reported the Fifth Third Bank CD that had matured and was discussed at the last meeting had been rolled over and locked in at 4.15 percent. At the time the CD was quoted, the rate was 4.3; however, when it was locked in, it was at 4.15 percent. She also pointed out that at the original time the CD was purchased three years ago, the interest rate was 0.65 percent. It is a three year term.

The Auditors will return to the office on Thursday, August 15, 2024 as there are a few more items they want to review and clear up.

**ZONING DEPARTMENT:** Fiscal Officer Kull presented the following zoning report in the absence of Tom Erlenwein, Zoning Inspector:

**Metro Development Variance:** Fiscal Officer Kull will reach out to Tom Erlenwein to have him make arrangements to potentially sign it in the next day or so.

**Lloyd Moore:** There had been discussion about involving the Prosecutor's Office to have them assist with collecting the money for the building permit. A resolution would be needed to have this done. The Prosecutor's Officer would also assist at that time with rescinding his building

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permit since it has not been paid for. Trustee Cotner stated he would call Mr. Moore. Discussion continued regarding drafting the resolution that is needed. Fiscal Officer Kull stated there were some other resolutions that could be used as a template she could use to create a draft resolution.

**Zoning Permit - Dave Keller:** Fiscal Officer Kull explained Mr. Keller had reached out to the Township to obtain the zoning permit for the house on Lancaster Kirkersville Road, and did not receive a response in a timely fashion. Due to the urgency of rebuilding the house so a person wouldn't be homeless, they proceeded to start building. Mr. Keller submitted an Application for Zoning Permit at the end of June/beginning of July, and there were questions on the application, which caused a delay. One question was whether he could begin rebuilding the house back on the same foundation, as well as some other general questions, and he was not getting a response, so the application was submitted after rebuilding had started. There had been discussion about whether a fine should be charged; the Zoning Inspector stated the fine should be implemented; so it needed to be brought to the Board's attention to make a determination. The original permit amount should have been \$644; however, with the fine, it would be \$1,288. Trustee Cotner noted he had spoken to Mr. Keller early in the process, and Mr. Keller had been trying to reach the Zoning Inspector (and Mr. Keller had also spoken with Trustee Kosch multiple times about the issue) and did not get a response. Trustee Cotner spoke with Tom Erlenwein; however, the application for zoning permit process did not get completed. Trustee Cotner noted Mr. Keller is the Road Superintendent for Liberty Township, and he works with/coordinates with the Greenfield Township Road Department on issues and projects. Trustee Cotner stated he is not someone who would be trying to cheat on anything.

Trustee Cotner made a motion to suspend the fine and have him pay the regular permit fee. Trustee Kosch agreed with this, and stated with considering the time that had passed, and Mr. Keller trying to communicate with the Township and the Zoning Inspector, he should not be charged the fine. Trustee Kosch seconded the motion. Trustee Searle asked for any further discussion, and noted that he supported the motion, but stated that if the Township waives the fine, they need to have a reason for doing so. The reason in this case is that he contacted two Trustees to try to get this done; it wasn't as if he was caught doing something and he did not do anything to correct the situation. He tried to get a permit and was not able to get it. Trustee Searle noted this needs to be made clear, since the fine is not waived for just any reason for any individual.

With no further discussion, roll call was as follows:

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

Fiscal Officer Kull will communicate the approved permit amount to the Keller family.

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

**Chip Seal Project with Liberty Township:** Tom reported they had been working at Liberty Township starting Monday, and also worked there Tuesday. They did not report on Wednesday due to a funeral, but will return on Thursday, and hopefully finish the project. Tom stated they would probably want him to return to do some fog sealing for another day or two.

**New Truck:** There has been an update on the pricing from Henderson. The sales rep suggested

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that Tom contact NPPgov regarding the purchase of the plow, spreader, dump body and the hydraulics for a cheaper cost. Tom signed up with that group, and it decreased the total cost from the original amount of \$72,645.00, to \$68,473.00 from NPPgov. This was for the exact same package. Tom also told the sales rep he would like to do a 100 percent deposit, which would save an additional amount of \$2,444.00. This would make the final total cost \$67,372.00, which is a savings of \$5,273.00. Tom explained there was a freight charge showing on the paperwork which was not on the paperwork originally from Henderson; however the sales rep explained it was built into Henderson's original quote. He stated when NPPgov processes the purchase, they break it out as an additional line item. Discussion continued regarding the motion that was made previously to proceed with the purchase; however, there were some questions about the percentage and the numbers. Now that it is a decreased amount being spent, and in order to make the 100 percent deposit, an additional motion will need to be made to record the action. Tom noted the estimated timeframe to receive the truck will likely be April 2025. Fiscal Officer Kull explained the funds had been appropriated for the cab, chassis and the bed at \$72,000.00 plus a little extra. Now that the cost is less, that will alleviate any potential issues of overspending.

Trustee Searle made a motion to do an addendum to the previous motion to purchase Henderson parts for a truck to put 100 percent down at a cost of \$67,372.00; Trustee Cotner seconded the motion.ROLL CALL: Searle: Yes Kosch: Yes Cotner: Yes Motion Passed 3-0

One signature was needed on the contract, which Trustee Searle signed as chairman.

**BWC Grant Funds:** Tom reported he had tried to get grant money through BWC for a road sweeper, but it was ultimately denied. However, in the process of applying and the parties involved, it appears they will be looking at the process more closely. He noted the grants are in a three year cycle, and stated the Fire Department had received \$31,000 when they applied for the rescue tools last year. Chief Smith stated he could help Tom with his application process on the next cycle. Tom stated there is very little to be applied for in terms of a Road Department, but he stated the Board may want to look into a grant for cyber security. There are software and system upgrades that can be applied for, and Fiscal Officer Kull will look into that more closely with the IT Consultant for the Township when the grant funds become available again.

**Damage at Oak Creek:** A check was received for the damage done by the semi truck in the amount of \$6,020.00. Tom will be in touch with Strawser to get the repair work to the road on their radar.

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

**EMS Billing:** There is a soft go-live starting tomorrow. There are some details to be finalized.

**Employee Update:** Caleb Wilson, part-time firefighter, has taken a position with Columbus Fire, so he has submitted his resignation, effective immediately. Trustee Cotner made a motion to accept Caleb Wilson's resignation, effective immediately; Trustee Searle seconded the motion.

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

Sam Stanley has been approved to work at full-duty. He had been previously approved to work full-time, and then was injured (not on duty). Now that he is cleared for full-duty, it is recommended to offer Sam Stanley a position as a full-time firefighter, with the Board's

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approval. Chief Smith noted Mr. Stanley was scheduled to take the paramedic test on Thursday, August 15, 2024, and could receive the results as early as the next day. Chief Smith also noted two members in the same class recently received their paramedic status. He also stated Sam Stanley had been tested by the BWC consultant, and passed all requirements to be able to return to full duty. There will be a one-year probationary period to be served. Trustee Searle made a motion to reinstate Sam Stanley to full-time status, effective August 18, 2024; his first date will be August 19, 2024; Trustee Kosch seconded the motion. With no further discussion, roll call was as follows:

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

It was noted this will restore full staffing to the Fire Department.

Chief Smith also noted Jacob Baugess and Isaiah Wilson, both part-time firefighters, had successfully passed their paramedic class and national registry. They will be moved up to paramedic status, effective next pay cycle.

**Grant Awards:** The figures for the grant are still being finalized with the Fiscal Officer so they can be communicated to the payroll company.

**AED:** The small AED that was shared with the Board is now live with the 911 system. This means within a one mile radius of a cardiac event, the AED's in that radius will be activated, and will notify anyone who has an AED. There are over 100 of those in the county, and that number is growing. Chief Smith explained there is a Google map on the AED if you accept the response so you can get to where it is needed.

Trustee Searle stated he had seen where the Governor had signed a law to have AED's in all schools. Chief Smith stated the Community Heart Watch group had put a lot of work into that bill being passed, and it included a lot of letters of recommendation from members of the group.

Trustee Searle asked about the grant that was awarded, and how it would be used. Chief Smith reported that it had to be used for retention bonuses, similar to the grant from last year. It is a one time grant to be spent by September 30, 2024. Fiscal Officer Kull explained it will be paid as a separate check on pay date August 29, 2024. That will give a month to file the OP&F report to pay the percentage required, so all of the money will be paid through the grant. This is for all firefighters, both full and part time. The numbers have to be finalized so the report can be sent to HR Butler so it can be processed and paid out on time. The entire grant will be paid except for .47 cents, based on the calculations that have been done. Discussion continued as to how to distribute the grant since it is a retention grant, i.e. full-time vs. part-time firefighters. The question was also raised as to whether there was a stipulation regarding the firefighters being required to stay on the staff and not leave the service within a specified amount of time after receiving the bonus. Chief Smith stated he was drafting something to that effect to be coordinated with receipt of the bonus.

## **FROM THE TRUSTEES:**

Trustee Searle presented the following items:

**Bethel Cemetery:** There are several details that need to be addressed through the Prosecutor's Office, so this item will be tabled until the next meeting.

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**BZA Bylaws:** Jeff Williamsen had created a set of bylaws which he patterned after what Violet Township has posted on their website. Discussion continued as to whether these could be adopted and posted without further steps or action. It was determined Trustee Searle will reach out to the Prosecutor's Office/Amy to determine what needs to happen/what the next steps are to post these, and whether this would be considered a change to the Zoning Code. He noted any changes to the Zoning Resolution requires a public hearing. He thanked Jeff for his work on creating these bylaws.

**Solar Installation Permit Fees:** It was noted there was a \$150 permit fee currently for solar but it is listed under "Miscellaneous" on the Zoning Permit fee sheet. Trustee Searle suggested breaking it out as a separate line item.

Trustee Searle made a motion to make solar installation permits a line item by themselves on the permit fee sheet for \$150; Trustee Cotner second the motion. With no further discussion, the vote was as follows:

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

Fiscal Officer Kull stated she could revise the Application for Zoning Permit form to make it specific for this item.

**BZA Resignation:** Josh Arter has submitted his resignation from the Board of Zoning Appeals, effective immediately. Trustee Cotner made a motion to accept Josh Arter's resignation, effectively immediately; Trustee Searle seconded the motion.

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

Trustee Searle noted this spot will be the position that expires in 2027, and he will remove Josh from the roster. There are currently two applicants for the BZA: Donna Kosch, and Amy Brown. Amy is currently on the Zoning Commission, but is requesting to move to the BZA. It was noted there was an applicant for the Zoning Inspector position, so the Board addressed that issue next.

**Zoning Inspector Position:** Trustee Searle noted the Board had met with Jeff Williamsen who had expressed his interest and applied for the Zoning Inspector position; he is currently a BZA member. An offer letter has been prepared and the details discussed with him, and the Board is prepared to move forward with the hiring. Trustee Searle moved to appoint Jeff Williamsen as the Zoning Inspector effective August 18, 2024, the beginning of the next pay period. Trustee Cotner seconded the motion. With no further discussion, the vote was as follows:

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

Also, Mr. Williamsen has asked to resign from his position on the Board of Zoning Appeals. Trustee Searle moved to accept Jeff Williamsen's resignation from the Board of Zoning Appeals; Trustee Cotner second the motion. It was noted the effective date will be today. With no further discussion, the vote was as follows:

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

Mr. Williamsen's position expires in 2026. There are two vacancies, and two people who are interested in serving on the BZA. Trustee Cotner noted he knows someone who may be interested in serving as an alternate on either the BZA or Zoning Commission. Amy Brown has

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requested to move from the Zoning Commission to the BZA, which will create a vacancy on the Zoning Commission, however there is an alternate on the Zoning Commission, so they will still be able to conduct their business. Trustee Searle moved to accept Amy Brown's desire to go from the Zoning Commission to the BZA, effective immediately, to take Josh Arter's position; Trustee Cotner seconded the motion. With no further discussion, the vote was as follows:  
ROLL CALL:    Searle: Yes    Kosch: Yes    Cotner: Yes    Motion Passed 3-0

Ms. Brown's term will run through 12/31/2027.

The other person who is interested in serving on the BZA is Donna Kosch. It was noted this is not a conflict of interest, as this had been reviewed in the past. It was noted that Trustee Kosch could not vote on the issue. Trustee Searle moved to appoint Donna Kosch to Jeff Williamsen's position on the BZA; Trustee Cotner seconded the motion. With no further discussion, the vote was as follows:

ROLL CALL:    Searle: Yes    Cotner: Yes    Kosch: Abstain    Motion Passed 2-0

Donna Kosch's term will be effective through 12/31/2026.

**Zoning Permit Packet Changes:** Fiscal Officer Kull stated she found several issues with the packet when she went onto the website to print a packet, such as the fact that it is outdated, it does not have the solar issue listed/separated, and it was difficult to locate on the website. She suggested the packet be revamped, reprinted and presented to the Board at that time for their approval. There was also a page from the Fire Department about house number signs, and she wants to work with Chief Smith on that page. Chief Smith stated this had been addressed in the past and he thought it had been updated on the website, because it was updated on the Fire Department's page. He noted he had addressed the appropriate person who updates the website and asked them to remove this old page. It was also noted the old zoning fee schedule was still listed, and had not been updated with the schedule from 2019.

Trustee Kosch asked if there would be confusion between where the Zoning permit information was listed in the new program, and where the information is listed on the website. Fiscal Officer Kull stated this has been updated so the information links back to the current information.

Trustee Kosch also asked how far back the Zoning Permits should be listed, in case any permits came into question. He suggested listing the current year and the previous year, and continuing that pattern. This will hopefully alleviate needless phone calls to the Zoning Inspector from individuals inquiring about permits being approved.

Trustee Searle stated the Board had been notified today that Ascend Cannabis was receiving their license from the state to start recreational marijuana sales as of today. They are still going through the referendum process, since the Board prohibited recreational marijuana sales in the Township. He noted he saw them at the Carroll Festival gathering signatures. They have 60 days to get the minimum number of signatures to the Board of Elections, and then get it to the ballot in 2025, since it is too late for this year. During this period of time, they will be allowed to sell recreational use cannabis in the Township until the voters make the decision.

Trustee Kosch asked if Jeff Williamsen would get Tom Erlenwein's Township phone to use as Zoning Inspector so he didn't need to use his personal phone. Fiscal Officer Kull noted this

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phone is listed on the Fire Department phone bill, and the phone will be returned and given to Jeff for his use. She also noted she will get the information updated on the website, with a goal of September 1, 2024 to have all of this information updated.

Trustee Searle made a motion to accept Tom Erlenwein’s resignation as Zoning Inspector, effective August 18, 2024; Trustee Kosch seconded the motion. Trustee Cotner asked if Tom does return to assist with the transition for the new Zoning Inspector, how he would be paid; it was confirmed that he could be paid as a contractor. With no further discussion, the vote was as follows:

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

Trustee Searle made a motion to use Tom Erlenwein on an as-needed basis to transition to a new Zoning Inspector at his current rate of pay; Trustee Cotner seconded the motion.

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

Trustee Kosch stated he had received a call from Randy Henwood about a nuisance property next to his house on 158. Mr. Headwig said he filed and turned in a Complaint Form, however, nothing was resolved. He noted high grass all around, and there is a camper and boat parked in the back. Jeff Williamsen noted he had been by the property recently, and had reviewed the code regarding the issue. He stated this would be the Board’s responsibility to address if they wished to pursue it. He stated he would complete the research, and report to the Board. Trustee Kosch noted he observed mainly high grass around the property which appeared to be approximately five acres. The main concern was whether cars were licensed properly. Trustee Searle noted there were multiple parcels, and this had been addressed in the past. It was noted cars had been moved around, and then moved back. This would require being addressed again, starting the process over. Also, legal counsel had been consulted to assist with the process in the past. The entire issue should be on file with what had occurred in the past. It was noted the Township would have to pay someone to cut the grass if the owner does not do it. Trustee Kosch noted he would respond to Mr. Henwood about what the Board has discussed.

Trustee Searle noted he would contact Tom Erlenwein, Amy Brown, and asked Fiscal Officer Kull to let Josh Arter know his resignation was accepted.

At this time, Trustee Searle conducted the swearing in of Jeff Williamsen as Zoning Inspector, and asked him to repeat as follows:

“I, Jeff Williamsen, do solemnly swear that I will support the Constitution of the United States, and the Constitution of the State of Ohio, and will faithfully discharge the duties of Zoning Inspector of Greenfield Township, Fairfield County, State of Ohio during my continuance in this office”.

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 7:16 p.m.