

**LITCHFIELD BOARD OF TRUSTEES
REGULAR MEETING**

Jan. 25, 2016

The Litchfield Township Board of Trustees met in regular session on Monday, Jan. 25, 2016, at the Litchfield Town Hall after the requirements of the Sunshine Law were met by notification and posting. Chairman Pope called the meeting to order at 6:00 p.m. with Trustee Horvath present and Trustee Wargo absent (she arrived at 6:25). There was an audience of 13. All stood to recite the Pledge of Allegiance. Trustee Horvath made a motion to accept the minutes from the Dec. 21st regular meeting, the Dec. 30th special meeting and the Jan. 4th special meeting as written; second by Pope. Voting yes: Horvath and Pope. Motion carried.

Erica Graffein from the auditor's office was present. Trustee Pope congratulated Erica on being named Medina County Auditor's Employee of the Year. Erica stated that the 1st half tax bills were mailed out last week so residents should contact the auditor's office if they do not receive it. The taxes are due by Feb. 12th. Erica stated that there is now a link on the auditor's website to the new website for the recorder's office. The winners of the Seal Contest are listed on the auditor's website.

Paul Gierosky, a resident of York Township and candidate for Medina County Commissioner, addressed the trustees. Paul stated that he has an engineering degree and a MBA. Paul explained that he has been a "bystander in politics" but now wants to contribute from "the bottom up." Trustee Pope stated that he believes that township government is just like running a business so he thinks it is good that a candidate has a business background.

Fire and Rescue: Chief Davis brought the new Lucas Device purchased with grant money received from Fire House Subs. The grant was a zero match grant and the township received \$13,000 for the device along with extra batteries and charger. FF Simon wrote this grant. Chief Davis demonstrated how the device would perform CPR chest compressions in situations where it would be difficult for a department member to do it (e.g. transporting a patient down stairs). Chief Davis also brought an old SCBA unit and a new one. The old unit is heavy, uncomfortable and did not have many safety devices. The new unit has more comfortable straps, a lighter weight bottle, a "buddy pass" to aid another member and other safety features. Chief Davis stated that he and Lt. Yorke have applied for a grant to purchase new Scott Packs (the grant application from last year had been denied). Chief Davis' report: from 12/18 – 1/23 there were 17 medical emergency calls and 3 fire calls. Litchfield gave mutual aid to Wellington and Spencer for fires. We received mutual twice from Erhart and twice from Chatham once for a fire and once for a squad call. There was no training on Dec. 24th & 31st due to the holidays. Chief Davis conducted fire training on Jan. 7th which involved donning and doffing of turnout gear and going over the new SCBAs. Chief Davis attended the MC Chiefs Meeting on Jan. 13th. Work night where building and truck maintenance was performed was on Jan. 14th. On Jan. 21st, Chief Davis attended a communication board meeting at the MC Sheriff Office about a new radio system. The sheriff office has moved to a new radio system and

upgraded to a 700 megahertz system. Chief Davis stated that our radios are good for now but will eventually need to be upgraded. Chief Davis stated that the MC Fire Chief Association has joined together to write for a grant to try to be awarded \$20,000/township to use for new radios. On Jan. 21st, Capt. and Lt. Yorko held EMS training on skill evaluations on the Lucas Device, CPR, AED, and the King Airway. The new hose has arrived and will be placed in service on the next work night. The plan is to purchase some hose every year in order to establish a rotation to replace hoses that are 25 – 30 years old. Litchfield and the hose number will be stenciled on the hoses at no extra charge; this will help during multi-department calls and hose testing. The new trailer has arrived and the department is working on placing things on it, building some shelves and a system to support the boat and contacting someone to letter it. This trailer will be used to carry the UTV, the boat, water/ice rescue equipment, rope rescue equipment and hazmat equipment. The rear view camera equipment will be installed by Wed. which will give the department back-up cameras on all of the engines, tender and brush trucks. Albright came out to look at the front door lock which was not working properly. They contacted the manufacturer and discovered that parts are no longer available for that lock. Albright will come back out and switch the front door lock with the back door lock which is used less often. Lt. Yorko has submitted for the AFG grant and will write again for new SCBAs since our application went to the late rounds before the funds ran out. Chief Davis stated that Lt. Yorko spent quite a bit of time tweaking the application and gathering information that had not been asked for in the past. Chief Davis thanked Lt. Yorko, FF Terlaak and Fiscal Officer Shaw for their effort. Chief Davis wrote for an equipment grant through the state for small Honda generators and portable scene lighting. The department is getting ready to switch our modems on our EKG monitor lifepacks over to 3G; our current ones are 2G and will no longer be supported. The township will purchase the modems and then be reimbursed by Cleveland Clinic. The department will go on Cleveland Clinic's data plan which they will pay for saving us about \$25/month. FF Simon listed the old squad on Ebay and it sold to an Arizona fire department which will put it back into service. The squad sold for \$10,199.00 less \$150 in listing fees. (The township was offered \$6,000 as trade-in value for the squad.) Truck repairs for the past month have been: 47-1 went in under warranty to have the steering looked at, some programming changes, and the digital clock checked; Capt. Yorko replaced the pump intake gauge on 41-1; 42-1 was sent to W.W. Williams to have the driver's side dump chute repaired. Chief Davis stated that there is a potential new member obtaining her background check and her physical. Stryker needed to repair the squad's cot; after Chief Davis spoke with Stryker he was able to obtain a 40% discount on the cost of repairs. Chief Davis stated that Christian from ISO scheduled our review on March 3rd. Chief Davis sat in on Chatham's review on Feb. 5th to ensure that Litchfield is prepared for our review. Capt. Yorko is teaching at the Safety Service program at the MCCC and has become an EMT instructor. Lt. Yorko is a certified CE instructor through the Cleveland Clinic; the department members will now be able to obtain CEs for all in-house EMS trainings. Capt. and Lt. Yorko requested a new EMS mannequin to allow for more realistic EMS trainings. The cost of the mannequin is \$2195.00. Trustee Horvath made a motion to approve

\$2195 for a new mannequin for the fire department; second by Pope. Voting yes: Horvath, Pope, Wargo. Motion carried. There are several department members who would like to attend the FDIC on April 21st. Chief Davis asked the trustees for approval for the cost of the registration and the hotel. Trustee Pope made a motion to approve the hotel charge, mileage, registration and food per diem for department members to attend the FDIC; second by Wargo. Voting yes: Horvath, Pope, Wargo. Motion carried. Chief Davis presented a recap of 2015: there were 215 calls - having averaged 170-180 calls; received approximately \$59,000.00 in grant money (Worker's Comp, Fire House Subs, OSFA); brought 4 new members on to the department; trained 1 new member to EMT-B; trained 4 members up to FFII; trained 4 officers up to Fire Officer II; trained 3 members in Ice Rescue; replaced our 16 year old squad; purchased an enclosed trailer; bought 2 new SCBAs and 6 new bottles; new fire hose; 3 new sets of turn out gear; new scene lights for the squads; new LED scene light for 41-1; installed air primer on 41-2 along with hard suction with cam lock fittings along with a jet siphon low level intake; purchased a boat for water/ice rescue; installed auto load cot system on both squads and an O lift – both purchased from a Workers' Comp grant; updated department computers; installed spare hand held radios in all trucks and hand held pump radios in all pumpers. Chief Davis stated that the officers do a great deal of work and he is proud of the department members. Chief Davis thanked the trustees for their support. The trustees thanked the members for all they do for the township and Chief Davis for keeping them informed through his monthly reports.

Greg Thomas, who is building the new cemetery building, was present to discuss the electrical system for the building. Greg discussed the upgrade to the electrical system from 100 amps to 200 amps. Greg stated that he would dig a 4' trench from the pole at the road to the transformer and then a trench from the transformer to the building. This would upgrade the electrical to a 200 amps service. Greg stated that he would need to extend the driveway 32' because LMRE requires a driveway within 20' of the transformer. Greg stated that he would charge \$3060 to do all this work. Trustee Wargo made a motion to accept Greg's proposal for the upgrade of the electrical system to the cemetery building for \$3060; second by Horvath. Trustee Pope stated that he thought LMRE quoted a price of \$2000 for the trenching. Trustee Wargo stated that LMRE will not do the trench work. Anna Seitz asked why the trustees were spending money on installing electricity to the building. Trustee Horvath stated that the trustees are looking to the future when the cemetery expands or whenever equipment would need to be used at the cemetery. Sexton Marco stated that there are time that she is at the cemetery after dark and since the new building has no windows in it, she would appreciate electricity in the building. Roll call on the motion. Voting yes: Horvath, Pope, Wargo. Motion carried.

Roads: Jim Meermans' road report: replaced the leaf springs on the wood trailer; serviced the lawn mower; checked the fire extinguishers; dug a hole for an ash burial; stacked 200 tons of salt; replaced the cutting edge on the International truck; rotated the brake shoes on the International; waxed the International. Trustee Wargo discussed the road work expenses for 2015 and the proposed expenses for 2016 before any decisions about road work for this year.

Trustee Horvath stated that except for the roadwork that was voted on last year but will be paved this year he thought no other roads should be paved this year. Trustee Horvath stated that there has been much roadwork done over the last few years. Trustee Pope stated that Spieth between Vandemark and Rt. 83 should have work done to it. Trustee Horvath felt that Spieth could wait one more year before paving it. Trustee Pope asked Jim if there were any roads that he thought should be worked on this year. Jim stated that Beat Rd. (north) and Spieth Rd. could use work. Trustee Horvath stated that he feels that Spieth Rd. is still solid and he did not think it would deteriorate too fast. Trustee Pope stated that Spieth Rd. may need some major work in the future. Except for the work voted on last year, no additional road work will be done this year. Trustee Wargo stated that she would like to discuss pay raises for some of the employees since she forgot to discuss it at the Organization/Appropriation Meeting. Trustee Horvath asked Jim if he has become more familiar with the backhoe. Jim stated that he has not since he has not had time to work with it. Jim stated that he can run the backhoe but is not fluent with it. Trustee Horvath stated that Jim should spend 2 hours per week running the backhoe. Trustee Wargo stated that the township does not have the same type of equipment as Tom Giese for ditch work. Trustee Horvath stated that Jim should be able to use the backhoe for culvert digging for instance. Trustee Pope stated that he was not comfortable voting for raises since he thinks the trustees need to watch the budget at this time. Trustee Wargo stated that only Bill Marks asked for a raise of \$.25. Trustee Horvath stated that he needed more time to think this over. Trustee Wargo stated that she will ask for the raises to be retroactive to Jan. 1st when the raises are approved. The trustees signed the road certification sent by the MC Engineers; there are 19.055 miles of township roads.

Safety: Trustee Pope attended the MC Safety Council Meeting on Jan. 14th and 19th.

Police: For the month of Dec: days worked: 25; hours worked: 100; miles driven: 1,229; calls/complaints investigated: 12; police/fire personnel assisted: 7/2; citizens assisted: 34; suspicious people/vehicles checked: 4/4; business checks: 194 ; traffic stops: 4; traffic citations issued: 2; warning citations issued: 2; arrests: 0; Traffic citations: speed: 1; expired license plate: 1. Traffic warning: yield: 1; stop sign: 1.

Town Hall: Trustee Horvath stated that Patti returned to work on Jan. 15th. Report for Jan.: the town hall was used for 5 meetings, 3 times by groups; there was 2 town hall rentals - 1 at no charge; 1 for \$100. Patti did general cleaning of the town hall and the annex; removed the Christmas decorations from inside the town hall.

Cemetery and Park: Sexton Marco's report: there was 1 ash burial and 4 grave sites sold. Sexton Marco stated that she posted a decoration removal and placement schedule on the Litchfield 44253 Facebook page for both cemeteries for this year. Trustee Pope asked if these dates should be posted on signs at the cemeteries. Trustees Wargo and Horvath thought that would be a good idea.

Zoning: ZI Noderer's report for the month of Dec: site visits: 5; meetings attended: 2; miles driven: 82.5; zoning certificates issued: accessory building: 1; garage addition: 1. Lot split: 2780 Erhart Rd. split 2.7208 acre from 61.3201 and combine it with .2792 acre to create a 3

acre parcel; 10364 Norwalk Rd. split 6.3373 acre from a 43.2803 acre. zoning violations: 8109 Branch Rd – case #15CIV0677, Judge Collier Final Order: “A permanent injunction shall issue prohibiting the defendant, Forever Blueberry Barn, LLC and any Associates from using and/or allowing the property to be used to host weddings and/or receptions subject to retained and reserved jurisdiction of the court for the purpose of modifying the injunction if appropriate. Township’s remedy if Blueberry Barn violates injunction is to file Show Cause with Court.”; 9940 Norwalk Rd. - monitor compliance efforts, additional equipment to be removed, 10/23 last contact; 9696/9706 Crow Rd. - zoning certificates pending MCE ECSW permit; 3933 Avon Lake – solid waste removal monitored by MCHD; 8963 Spieth Rd. - referred to the MC Prosecutor by the MCHD. Mitch Hook requested a copy of Judge Collier's ruling. ZI Noderer stated that he will get him one.

Trustees: The trustees had no report

Fiscal Officer: The trustees received their monthly reports – appropriation status, fund status, payment registry, and bank reconciliation statement. The trustees signed the bank reconciliation statement. New business cards were printed and available at the meeting.

Old Business: Trustee Wargo stated that a letter was sent to the Virostecks on Yost Rd. Tom. Virosteck was present and stated that he will be removing the obstruction in his ditch but did not think this would solve the water problem. Tom stated that when he removes the obstacle, he wants the trustees to come and look at the area and sign off on the work. Trustee Horvath stated that he would want the trustees and the engineers there to look at the work and then sign off on it. Tom stated that he would have equipment out in the next 2 weeks weather permitting and that he will be removing the mound holding the pipe in place – the obstruction – and removing the piece of pipe that is being held in the mound.

New Business: Trustee Horvath stated that Stan offered free trees for the township's use; we just need to remove and transplant them. Trustee Horvath stated that Trustees Wargo and Pope should go look at the trees.

Correspondence and Communications: There were no correspondences or communications.

Public Comment: Mitch asked how the new dump truck is registered for plates. Trustee Wargo stated that the truck is registered as a commercial truck.

Trustee Pope made a motion to adopt Resolution 7-16 to amend appropriations; second by Horvath. Voting yes: Horvath, Pope, Wargo. Motion carried.

Trustee Pope made a motion to approve Purchase Orders 1-16 & 2-15 and Blanket Certificates 1-16 to 41-16 and authorize payment of vouchers 23604-23676; second by Wargo. Voting yes: Horvath, Pope, Wargo. Motion carried.

Trustee Pope made a motion to adjourn; second by Wargo. Voting yes: Horvath, Pope, Wargo. Motion carried. Meeting adjourned at 7:30 p.m.