

**LITCHFIELD BOARD OF TRUSTEES**  
**REGULAR MEETING**

July 24, 2017

The Litchfield Township Board of Trustees met in regular session on Monday, June 26, 2017, at the Litchfield Town Hall after the requirements of the Sunshine Law were met by notification and posting. Chairman Wargo called the meeting to order at 6:00 p.m. with Trustee Horvath present and Trustee Pope absent. There was an audience of 12. All stood to recite the Pledge of Allegiance. Trustee Wargo made a motion to approve the minutes from the May 8<sup>th</sup> special meeting and the May 22<sup>nd</sup> regular meeting as written; second by Horvath. Voting yes: Horvath and Wargo. Motion carried.

Erica Graffein, from the auditor's office, was present. Erica stated that the 2<sup>nd</sup> half property tax bills are due July 14<sup>th</sup>.

**Fire and Rescue:** Chief Davis' report: from 5/22 – 6/25 there were 8 medical emergency calls and 3 fire calls. Litchfield gave mutual aid once to Erhart for a house fire and 3 times to Chatham for a EMT calls and received no mutual aid. President Strickland held the monthly Fire Association Meeting on May 25<sup>th</sup> and June 22<sup>nd</sup>. Capt. Yoroko and Lt. Butcher held fire training on search and rescue and SCBAs at the MCCC fire tower on June 1<sup>st</sup>. Chief Davis held the monthly officers meeting on June 5<sup>th</sup>. Lt. Yoroko held work night on June 8<sup>th</sup> where building and truck maintenance were performed. Chief Davis attended the county chief's meeting on June 14<sup>th</sup>. Chief Davis and Lt. Yoroko held renewal CPR training on June 15<sup>th</sup> for those in the department that needed it while others started hose testing. The department helped at the Memorial Day Service on May 28<sup>th</sup> by providing traffic control and color guard. 46 was serviced by Fallsway where the fuel hose was replaced that had been put on wrong when the bed was mounted. The turnout gear approved by the trustees has been ordered. The department met with Valley City department members to discuss joining together to conduct a 36 hour volunteer fire fighter course. Instructors will volunteer their time which will help to keep the cost down. 44 was taken to Harrison Ford for repair as the module for the dash went out and needed to be replaced. The Fire Association is sponsoring the Ice Cream Social on Friday, July 7<sup>th</sup> and the Fire Department Family Fun Day on July 9<sup>th</sup>. Chief Davis stated that it is time for the renewal of the PhysioControl contract. The contract is for 4-years with the payment divided into 4 annual payments. Trustee Horvath made a motion to approve \$11,750.40 for a 4-year contract with PhysioControl; second by Wargo. Voting yes: Horvath and Wargo. Motion carried. The trustees signed the contract. Chief Davis stated that he looked into replacing the gas analyzers so that they will interface with the new SCBA packs. Chief Davis stated that he would like to purchase 2 of them: 1 for the main engine and 1 for the 1<sup>st</sup> responder vehicle. Chief Davis obtained a quote from Fire Force Inc. for 2 Altair 4x 4-gas meter and a MSA cal. kit for \$1980.00. Trustee Horvath stated that it is important to have good equipment on the vehicles before it is needed. Trustee Horvath made a motion to approve \$1980 for 2 gas meters; second by Wargo. Voting yes: Horvath and Wargo. Motion carried. Chief Davis stated that he will

speak at the Buckeye Library on July 27<sup>th</sup> about becoming a volunteer fire fighter. Chief Davis asked if the department could store some items in the back building; the trustees said this would be okay. The department will be on hand at the demo derby at the Medina County Fair. Trustee Horvath made a motion to adopt Resolution 20-17 approving the department's participation in the MC Fair; second by Wargo. Voting yes: Horvath and Wargo. Motion carried. Fiscal Officer Shaw stated that the auditor returned the paperwork for the fire & rescue/ems levy. Trustee Horvath made a motion to adopt Resolution 22-17 to place the Fire & Rescue/EMS levy on the ballot; second by Wargo. Voting yes: Horvath and Wargo. Motion carried. Chief Davis stated that the Fire Association is sponsoring a t-ball team at the Litchfield ball park. The Fire Association is holding the Family Fun Day again this year. Chief Davis asked if this was okay with the trustees. The trustees stated that it was okay with them.

**Roads:** Trustee Wargo stated that at the May meeting the trustees hired 2 new employees for part-time summer help; however, 1 person decided not to take the job. Trustee Wargo was given the name of another high school student who was interested in the job. Trustee Wargo made a motion to hire Colton Dierkson on an as-needed basis, part-time, minimum wage summer road crew; second by Horvath. Voting yes: Horvath and Wargo. Motion carried. Trustee Wargo read the road report from (5/20 – 6/23): the township road ditches are being mowed for the 2<sup>nd</sup> time; all the fire extinguishers have been checked; trees were trimmed in the park; the 48” 0-turn mower was taken for repairs; the oil filter on the 2500 was changed; trees were trimmed on Yost and Branch Roads; someone was hired to roto-till around the cemetery building and spread seed there. Trustee Wargo stated that she has not heard from Melway Paving regarding our contract with them to pave Yost Rd. so she will contact them. Fiscal Officer Shaw stated that a Road and Bridge levy is up for renewal this year. Trustee Horvath stated that the trustees do a good job keeping the township roads paved and plowed during the winter. Trustee Wargo agreed with this. Trustee Horvath made a motion to adopt Resolution 21-17 requesting information from the MC Auditors for the Road and Bridge levy; second by Wargo. Voting yes: Horvath and Wargo. Motion carried. Clyde Calvert asked why the crosswalk hasn't been repainted on Brooker St. where it meets Rt. 83. Trustee Wargo stated that it was not on the previous list of road striping. Clyde stated that the crosswalk had been painted there in the past. Trustee Horvath stated that he would check into this since striping is done at the end of the paving season.

**Safety:** Trustee Pope attended the MC Safety Council Meeting on June 20<sup>th</sup>. Videos and books that are available in the BWC library were discussed.

**Police:** For the month of May: days worked: 19; hours worked: 107; miles driven: 1,067; calls/complaints investigated: 16; police/fire personnel assisted: 9/3; citizens assisted: 24; suspicious people/vehicles checked: 0/0; business checks: 114; traffic stops: 3; traffic citations issued: 1; warning citations issued: 2; arrests: 1. Traffic citations: speed: 1. Traffic warning: speed: 2. Arrests: felony arrest warrant: 1; operating under the influence: 1. Fines for April were \$100.

**Town Hall:** Trustee Horvath read the May report: the town hall was used for 4 meetings, 10x by groups, 1 rental for \$100, 4 table/chair rentals for \$122, 3 ice cream socials; setting up for

meetings, opening, closing of building; cleaning after events; travel to Home Depot for flowers for town hall & circle area; planting and watering of plants; trimming of hedges around town hall and circle; working ice cream socials; changed out burnt out bulbs at the town hall; total hours = 42.50. Patti requested that when any meeting or group will be changing or canceling their date she is notified directly. Trustee Horvath asked Trustee Wargo to look at the shrubs along the side of the town hall since they may need to be replaced.

**Cemetery and Park:** Trustee Wargo reported: there was 1 funeral; 1 ash burial; 0 lots sold; 4 footers requested; the roof on the receiving building was repaired; the tiles on the mausoleum were fixed. (Trustee Pope arrived at 6:30) Trustee Horvath stated that he asked for quotes for painting the gazebo but has only received 1 so far; he will also be obtaining quotes to paint the flagpole. Trustee Wargo stated that Dave Bevier told her that it might be the original paint of the flagpole in the park. Trustee Horvath stated that at the last ice cream social someone asked to put another bench in the park but he told them that the trustees had decided not to place any more benches in the park. Trustee Horvath wondered if there was something else people could donate to place in the park. Trustee Wargo stated that on her Facebook page she asked for ideas and someone suggested memorial blocks. John Kollar stated that Jim was told by the vendors that the benches in the park were not to be sat upon. Trustee Wargo stated that this was true if the bench is not glued together but our benches in the park are glued together. Trustee Wargo stated that the carved tree had rotted so it was removed. Trustee Pope stated that he thought a memorial walkway would be a good idea.

**Zoning:** ZI Noderer's report: For the month of May: site visits: 10; meetings attended: 4; miles driven: 159; 11 zoning certificates issued: 1 – temporary commercial sign; 2 – accessory building; 1 – above ground pools; 2 – porch; 1 – porch and fence; 2 - pond; 1 -fence.; 1 – deck. AG building – 1. Lot Split: 1 lot, a 4.2865 acre build-able lot on Branch Rd. split from a 20.805 acre lot on Beat Rd.. Zoning violations: 8109 Branch Rd – case #15CIV0677 – appeals case #16CA0083; 9696/9706 Crow Rd. - zoning certificates pending MCE ECSW permit; monitor use status of the building south of the creek; 8963 Spieth Rd. - Case #16 CIV 0711 – MCHD vs Bates; 8676 Norwalk – outside storage of “portable toilet units” for Type 2 Home Occupation Business – monitor compliance. ZI Noderer asked if anything has been decided about the assistant zoning inspector issue. Trustee Horvath stated that he was good with how things were right now. Trustee Wargo asked if ZI Noderer changed his mind about an assistant zoning inspector. ZI Noderer stated that he is not sure that he needs an assistant. Trustee Horvath stated again that he thought things were good as they are now.

**Trustees:** Trustee Pope stated that he has been in contact with Eric Prall regarding the refinancing of the fire station. Trustee Horvath stated that the township might save more money if additional money was given on the principal each payment rather than refinance the loan. Trustee Pope stated that refinancing would save the township around \$52,900. The trustees discussed if the additional money would come from the General Fund or the Fire/EMS Fund. Chief Davis stated that there is still equipment that needs to be replaced soon like a tanker truck. Trustee Pope stated that the department has been replacing old equipment. Trustee Pope stated

that interest rates are lower now so there would be savings by refinancing. Chief Davis stated that the board has been very supportive of the department and they appreciate all the new safe equipment that they have purchased for them. Trustee Pope asked if the board decides to refinance the loan would the trustees want to pay the fee of \$18,700 or roll it into the refinancing. Trustee Horvath stated that the fees should be paid up front. Trustee Wargo agreed with this. Trustee Horvath discussed paying for the loan with Fire and Rescue Fund money. Trustee Pope stated that 10 years ago the board of trustees switched inside millage from the Road Fund to the General Fund to pay for the fire station. Chief Davis stated that the EMS funds are used to pay for salaries and staffing needs, he keeps a watch on funds and the department doesn't ask for items if funds are not available. Trustee Pope stated that he would contact Eric tomorrow for more information regarding the refinancing and to see if larger payments can be made paying off the loan earlier. Trustee Pope made a motion to pay the cost of the issuance expenses of \$18,700 for refinancing the fire station loan; second by Horvath. Voting yes: Horvath, Pope, Wargo. Motion carried.

**Fiscal Officer:** The trustees received their monthly reports and signed the bank reconciliation statement.

**Old Business:** Trustee Horvath asked if the date for the Public Hearing could be changed to a Saturday. Trustee Wargo suggested keeping the same date but at an earlier time. Trustee Horvath made a motion to change the time for the July 10<sup>th</sup> Public Hearing from 5:00 p.m. to 11:00 a.m.; second by Pope. Voting yes: Horvath, Pope, Wargo. Motion carried.

**New Business:** There was no new business.

**Correspondence and Communications:** There were no correspondences or communications.

**Public Comment:** Don Rupanovic asked if the interest rate on the fire station loan was fixed and Trustee Pope stated that it is. Dan asked Chief Davis a few questions about the AEDs and the LifePack contract.

Trustee Wargo made a motion to approve Purchase Orders 19-17 to 22-17 and Blanket Certificates 52-17 to 57-17 and authorize payment of vouchers 24868-24941; second by Horvath. Voting yes: Horvath, Pope, Wargo. Motion carried.

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

