

LITCHFIELD BOARD OF TRUSTEES
REGULAR MEETING
September 25, 2017

The Litchfield Township Board of Trustees met in regular session on Monday, September 25, 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 Trustees Horvath and Pope present. There was an audience of 11. All stood to recite the Pledge of Allegiance. Trustee Wargo made a motion to approve the minutes from the Aug. 28th regular meeting as corrected; second by Pope. Voting yes: Horvath, Pope, Wargo. Motion carried. Denise Jocko, from the auditor's office, was present. Denise stated that Auditor Kovatch has begun a program where there will be new blue security seals on gas station pumps to help against credit card fraud. Trustee Pope stated that the security seals are a great idea; he has seen this done in other townships. Denise stated that MaryBeth from the auditor's office wanted the trustees and fiscal officer to know that they could contact her if they had any questions regarding the 2018 budget that had been sent.

Fire and Rescue: (Chief Davis received an emergency call so Fiscal Officer Shaw read the report.) Chief Davis' report: from 8/25 – 9/22 there were 11 medical emergency calls and 6 fire calls. We received no mutual aid but gave mutual aid to Wellington for a fire. Chief Davis held the officers meeting on Aug. 31st. Work night where building and truck maintenance was performed was held on Sept. 7th. On Sept. 14th, Chief Davis, Capt. Kean, Lt. Butcher, and Lt. Yorke held fire/EMS training on extrication tools and techniques along with patient care involved in a motor vehicle crash. On Sept. 21st, Chief Davis, Capt. Kean, Lt. Butcher and Lt. Yorke held fire/EMS training on extrication where there was a mock three car accident on Yost Rd.; the training used all the skills from the previous week in a realistic situation. The department received the new turnout gear washer and dryer and will have an in-service on it on Oct. 12th. A BWC FEEG grant has been submitted for an exhaust removal system; BWC stated that they have received the application and it would take 8-10 weeks before we receive a response. Litchfield and Valley City departments are conducting a 36 hour volunteer FF course; Chief Davis and Capt. Yorke have taught some classes. Chief Davis reported that the hope is that this will transition into a FFI course which is covered by a grant through the state. Litchfield's department will be working with the Erhart Fire Prevention Crew on a presentation on Oct. 17th at Buckeye School; it will be the same presentation as last year since it was well-received. Chief Davis reported that 1 person has applied to the department and is in the interview process now. Since some hose failed during testing and the board approved \$4500 to purchase new hose, the hose is on order and should arrive soon. Chief Davis reported that the department received the new gas analyzers that the board approved a few months ago. However, since there are funds left from the grant, the department used that money to purchase the analyzers. Chief Davis wanted the board's permission to start and spec out a replacement for a tender. Trustee Pope stated that this is the pumper tanker and when the department is looking

at a new vehicle, they form a committee to spec out the vehicle with different features/options and the costs. Trustee Horvath stated that he has some questions for Chief Davis before moving forward with this. Chief Davis thanked Jim and the road crew for the use of the backhoe for training over the last two weeks. Trustee Wargo asked if the fees for the new fire station loan/bond will be taken from the Fire Fund or the General Fund. Trustee Horvath stated that he would like some of the money to come from the Fire Fund but he knows that the board would rather take the money from the General Fund.

Roads: Trustee Wargo read the road report from 8/26 – 9/22: 2 roller bearings were replaced; both International trucks were serviced; 2 ash burials; the fire extinguishers were checked; re-inspection of the garage after signs put up per the fire inspector; back hoe used for 12 loads of dirt given to a resident; 3 headstone foundations poured; driveway at the cemetery building was extended; the 3rd mowing of the road ditches has begun; received a compliment from a Stone Rd. resident on the mowing of the road ditches. Trustee Wargo stated that Jim, Art and Tyler will be plowing this winter; she is waiting to hear back from Chris. Trustee Wargo stated that one more person is needed to plow with the pick up truck.

Police: For the month of Aug: days worked: 22; hours worked: 100; miles driven: 1,182; calls/complaints investigated: 7; police/fire personnel assisted: 2/1; citizens assisted: 34; suspicious people/vehicles checked: 0; business checks: 169; traffic stops: 8; traffic citations issued: 0; warning citations issued: 8; arrests: 0. Traffic warning: speed: 5; yield: 1; equipment: 1; check the status on a OUI plate: 1. Fines for July = \$212.50. Trustee Horvath stated that the radios in the deputies' cars throughout the county will be changing. The price given last year was good until Dec. so the cost of the radio has increased by at least \$175 from the original cost. Trustee Pope made a motion to approve \$2360 for a new radio for the deputy car; second by Horvath. Voting yes: Horvath, Pope, Wargo. Motion carried.

Town Hall: Aug.'s report: the town hall was used for 2 meetings, 6x by groups, 1 town hall rental at \$100, 3 table/chair rentals: 1 at no charge 2 for a total of \$59; opening/closing of building for groups/rental; cleaning of building; completed the fire inspection & met with the fire inspector for review; installed new toilet paper holder in men's restroom; changed out burnt light bulbs inside and outside the buildings; bought mums at Home Depot; removed summer plants and planted the mums; total hours = 21.50.

Cemetery and Park: Trustee Wargo's report: there were no burials and no lot sales; the ash burial was moving of ashes so spouses could be side by side. Trustee Pope asked if topsoil was placed along the middle driveway, the east side of the center driveway where there is a low spot. Trustee Wargo stated that topsoil was placed in some areas and the east side of the center driveway was done.

Zoning: ZI Noderer was not present but sent the Aug. report: site visits: 15; meetings attended: 4; miles driven: 171; 9 zoning certificates issued: 1 – accessory building with covered porch; 1 – accessory building; 1 – porch addition to house; 1 – pond; 1 – commercial sign; 1 – temporary commercial sign; 1 – fence; 1 – pavilion structure; 1 – house addition. Ag building: 1. Zoning violations: 8109 Branch Rd – case #15CIV0677, case #16CA0083, oral hearing on 9/19 @

Judge Kimbler Court Room; 9696/9706 Crow Rd. - zoning certificates pending MCE ECSW permit, monitor use status of the building south of the creek; 8676 Norwalk – outside storage of “portable toilet units” for Type 2 Home Occupation Business, referred to the MC Prosecutor Office; 8963 Spieth Rd. - Case #16 CIV 0711 – MCHD vs Bates, follow up on permanent injunction compliance. Trustee Horvath stated that MCHD has signed off on this property and that there are currently only 4 cars left on this property. However, Trustee Horvath stated that the township retains legal recourse to go on the property if cars begin to accumulate there. Trustee Horvath stated that Gayle Martin submitted a letter of resignation from the zoning board since she is no longer able to serve due to new employment. Trustee Pope made a motion to accept Gayle Martin's letter of resignation; second by Horvath. Voting yes: Horvath, Pope, Wargo. Motion carried. Dave Borling, the assistant chair of the board, will now become chairman. Trustee Horvath made a motion to appoint Andrew Comuzie to fill Gayle's term on the zoning board; second by Wargo. Voting yes: Horvath, Pope, Wargo. Motion carried. The term will expire Dec. 2020. The bond renewal for zoning inspector was received from the insurance company. Trustee Horvath made a motion to approve the zoning inspector bond for Eric Noderer; second by Pope. Voting yes: Horvath, Pope, Wargo. Motion carried. Trustee Wargo stated that she received a copy of an application from Fiscal Officer Shaw who was not sure if it had been approved by the prosecutor's office. Trustee Wargo asked about listing social security numbers especially for the applicants who are not hired by the township. Fiscal Officer Shaw explained that per the township record retention schedule applications are kept in the employee personnel file – which need to be retained for 60 years from the last date of employment – or are shredded for those applicants who are not hired. Trustee Wargo asked if starting/ending salary for their previous occupation is necessary. Trustee Horvath stated that he was not sure. Trustee Wargo stated that she would like the prosecutors to look over the application. Trustee Horvath stated that he would drop it off with them. Trustee Wargo stated that there was a question at the zoning meeting about board members resigning to run for a trustee position and then being rehired after the election since Zoning Board member Mike Setser stated that Trustee Horvath told him that if he didn't win in the Nov. election he could be put back on the zoning board. Trustee Horvath stated that the board of trustees would need to vote to put the zoning board member back on the zoning board. Trustee Pope stated the person who resigned would need to reapply for the zoning position. Trustee Horvath was not sure if this is true for zoning board members. Trustee Wargo stated that the employee handbook states that the employee needs to complete an application. Trustee Pope stated that the trustees have always just asked for a letter of interest for zoning positions. Trustee Horvath stated that he would ask the prosecutors if zoning board members are considered employees of the township.

Trustees: The trustees had no report.

Fiscal Officer: The trustees received their monthly reports and signed the bank reconciliation statement. Fiscal Officer Shaw stated that she was contacted by the township webmaster asking who was in charge of checking the township emails. Fiscal Officer Shaw stated that Trustee Wargo was the contact person but Regina stated that Trustee Wargo stated that Fiscal Officer

Shaw was the contact person. Trustee Wargo stated that she is no longer taking care of the emails. Trustees Horvath and Pope stated that they did not want to check the emails either. All three trustees agreed that they would prefer phone calls to emails. Trustee Horvath stated that he would contact the webmaster and have her remove the email link from the website. Fiscal Officer Shaw asked if the trustees wanted to vote on changes to the employee handbook that had been discussed at a special meeting in August. The trustees stated that they would discuss this at the next meeting. Fiscal Officer Shaw reminded everyone that trick-or-treat will be held on Oct. 31st from 6 – 8.

Old Business: Trustee Wargo stated that Jim gave her information/addresses of mailboxes on township roads that are not in compliance with the county regulations. The county engineers stated that they need a resolution stating that the township is following the county regulations and then they will distribute the information to new home builders. The trustees stated that the board had passed a resolution dealing with proper mailbox structures. Trustee Horvath will drop off a copy of the resolution with Vicki at the MC Engineers Office. Trustee Pope asked if the gazebo has been painted yet. Trustee Horvath stated that the company hired is currently on another job. Trustee Horvath stated that he contacted the owner of the property behind Heberleins who stated that he would take care of the property. Trustee Horvath stated that he told the owner to clean up the property in 2 weeks.

New Business: Trustee Horvath stated that in the past the trustees accepted an employee's resignation by word of mouth but he would like to see a policy established that a letter of resignation be submitted. Trustee Horvath stated that all applicants for a job should fill out an application. Trustee Pope stated that the employee handbook already deals with applications so the trustees just need to follow the handbook as stated at the Aug. special meeting. Trustee Wargo asked if zoning members and fire department members need to fill out an application. Trustee Pope stated that fire department members are definitely employees.

Correspondence and Communications: There were no correspondences or communications.

Public Comment: Mitch Hook stated that he spoke with Jerry from Melway Paving who stated that the company does wedging. Mitch stated that Jerry told him that Trustee Wargo misunderstood him and that they didn't discuss wedging. Trustee Wargo disagreed with this. Mitch stated that Jerry said that if the road bleeds, more asphalt would be needed. Anne Seitz asked how the tree with the carved eagle/bear was disposed. Trustee Wargo stated that the company who took down the rotted tree disposed of it. Anne Seitz asked if the trustees knew anything about the property next to the town hall. The trustees stated that they did not have any information.

Trustee Wargo made a motion to adopt Resolution 25-17 to amend appropriations; second by Pope. Voting yes: Horvath, Pope, Wargo. Motion carried.

Trustee Wargo made a motion to approve Purchase Orders 33-17 to 36-17 and Blanket Certificates 64-17 to 73-17 and authorize payment of vouchers 25085-25156; second by Pope. Voting yes: Horvath, Pope, Wargo. Motion carried.

Trustee Pope made a motion to adjourn; second by Horvath. Voting yes: Horvath, Pope, Wargo.
Motion carried. Meeting adjourned at 7:05 p.m.