

**LITCHFIELD BOARD OF TRUSTEES  
SPECIAL MEETING  
JAN. 4, 2016**

The Litchfield Township Board of Trustees met in Special Session on Monday, Jan. 4, 2016, at the Litchfield Town Hall after the requirements of the Sunshine Law were met by notification and posting. The purpose of the meeting was for the annual organization and appropriations. The meeting was called to order by Fiscal Officer Shaw at 6:00 p.m. with Trustees Horvath, Pope and Wargo present. There was an audience of 9. All stood to recite the Pledge of Allegiance.

Fiscal Officer Shaw swore in Trustee Pope who then signed his bond.

CHAIRMAN: Trustee Horvath made a motion to nominate Michael Pope as chairman and Nancy Wargo as vice-chairman; second by Pope. Voting yes: Horvath, Pope, Wargo. Motion carried.

DESIGNATION OF SUBJECT AREA MANAGEMENT: The trustees stated that they would like to keep the areas of management from last year. Trustee Pope made a motion to approve the designation of subject areas to be – Horvath: town hall, zoning, and police; Pope: fire and rescue and liaison between hospital and township; Wargo: roads, cemeteries and park, prevailing wage coordinator, and insurance, OSHA, ADA, and CDL, alcohol and drug testing – the trustee is in charge of the day-to-day operation of their area including discipline; second by Wargo. Voting yes: Horvath, Pope, Wargo. Motion carried.

BUSINESS MEETINGS AND SCHEDULE OF PUBLIC MEETINGS: Fiscal Officer Shaw explained the scheduling and posting policy for regular, special and emergency meetings. Trustee Horvath made a motion to adopt Resolution 01-16 Schedule of Public Meetings; second by Wargo. Voting yes: Horvath, Pope, Wargo. Motion carried.

PERSONNEL APPOINTMENTS AND SALARIES:

ROAD SUPERINTENDENT: Trustee Wargo stated that she would like to remain as road superintendent. Trustee Horvath made a motion to adopt Resolution 02-16 designating Trustee Wargo as road superintendent and is allowed to spend up to \$3000 on roads at her discretion without prior board approval; second by Pope. Voting yes: Horvath, Pope, Wargo. Motion carried.

Sexton: Trustee Wargo stated that Sue Marco would like to remain as cemetery sexton. Trustee Wargo stated that Sue does a good job as sexton. Trustee Wargo made a motion to retain Sue Marco as cemetery sexton and to keep the sexton pay rate at \$125/month, \$40/lot sold and minimum wage for hourly work; second by Pope. Voting yes: Horvath, Pope, Wargo. Motion carried.

Town Hall Manager: Trustee Pope stated that Patti DiStaulo would like to remain as town hall manager. Trustee Horvath made a motion to retain Patti DiStaulo as town hall manager; second by Wargo. Voting yes: Horvath, Pope, Wargo. Motion carried.

Personnel Policy: Trustee Horvath made a motion to keep the personnel policy the same: hourly rate a minimum of \$8.50/hour for part-time general labor averaging thirty-two hours per week or less, minimum wage for student help, holidays – New Year's Day, Easter, Memorial Day, 4<sup>th</sup> of July, Labor Day, Thanksgiving, Christmas Eve (starting at 6 p.m.), Christmas Day, New Year's Eve (starting at 6 p.m.) - paid at time and a half and that no vacation, bonus, sick leave, insurance or any other benefit be paid; second by Pope. Voting yes: Horvath, Pope, Wargo. Motion carried.

Trustee Horvath made a motion to retain Eric Noderer as Zoning Inspector with the pay rate of \$800/month; second by Wargo. Voting yes: Horvath, Pope, Wargo. Motion carried.

Trustee Horvath made a motion to retain Christina Fozio as Zoning Secretary with the pay rate of \$400/month + \$200/additional monthly meeting whether zoning board or BZA and \$50/BZA organization meeting; second by Wargo. Voting yes: Horvath, Pope, Wargo. Motion

carried.

ZI Noderer stated that the chairmen of the zoning commission and the BZA do extra work compared to other members of the boards and feels they deserve extra compensation. Trustee Pope agreed that the chairs do extra work. Trustee Wargo stated that it would be fair to compensate the chairs for additional work. Jerry Wargo, a member of the zoning board, stated that this would be fair and Mitch Hook, a member of the BZA, agreed that the chairs do additional work. Trustee Pope stated that the trustees may want to increase the monthly rate that the zoning board members receive. Trustee Horvath made a motion to increase the meeting compensation to \$30/meeting/ special meeting for board members (\$35 for chairperson) paid annually in Dec. The motion died for lack of a second. Trustee Pope stated that the alternates to the boards are usually compensated ½ the members' rate. Fiscal Officer Shaw stated that if alternates are attending meetings in case they are needed to sit on the board during a meeting, maybe they should receive the same compensation. The trustees discussed this. Trustee Horvath made a motion to raise the compensation for the zoning board and BZA members and the alternates to the boards to \$30/meeting and \$35/meeting for the board chairs and \$10 for attending workshops and work sessions to be paid annually in Dec.; second by Pope. Voting yes: Horvath and Pope. Abstaining: Wargo. Motion carried. Fiscal Officer Shaw asked if the trustees will still require zoning members to attend trainings and if so, who will be checking on this since she does not receive many attendance slips from trainings. Trustee Pope asked if Zoning Secretary Fozio had the zoning members sign in on an attendance sheet where they could list any trainings they attended that month. The zoning members in the audience said they did not list their trainings on any sheet. Mitch stated that there is a sign-in sheet at the trainings held at the library and wondered if those sheets are sent to the township. Fiscal Officer Shaw stated that she has not seen them. Trustee Horvath stated that he would work with Zoning Secretary Fozio on training records. Jerry stated that he attended 3 days of trainings in Columbus and other trainings sessions during the year that he does not want to be compensated for but he wonders if the trustees still want him to submit the trainings he attended. The trustees stated that they would still want him to submit documentation. Trustee Pope made a motion that new members to the zoning board and the BZA are to attend 8 hours of continuing ed and current members attend 4 hours of continuing ed per year; second by Horvath. Voting yes: Horvath and Pope. Abstaining: Wargo. Motion carried.

#### ZONING COMMISSION AND APPEALS BOARD MEMBER APPOINTMENTS

Trustee Horvath stated that Gayle Martin who was an alternate on the zoning board is interested in the open seat on the board and Robert Reusch is interested in staying on the BZA. Trustee Horvath made a motion to appoint Gayle Martin to the zoning board for a 5-year term and Roy Norris as 1<sup>st</sup> alternate and to reappoint Robert Reusch for a 5-year term on the BZA and Judith Emerick as 1<sup>st</sup> alternate to the BZA; the alternates terms are for 1 year; second by Pope. Voting yes: Voting yes: Horvath and Pope. Abstaining: Wargo. Motion carried.

#### FIRE AND RESCUE DEPARTMENT PERSONNEL AND COMPENSATION

Chief Davis submitted a letter of interest in remaining fire chief. Trustee Pope made a motion to re-appoint Jason Davis as fire chief; second by Wargo. Voting yes: Horvath, Pope, Wargo. Motion carried. Chief Davis stated that there is no assistant chief at this time and there are no engineers at this time. Chief Davis listed the officers: EMS captain – Pam Kean, fire captain – Dave Yorke, lieutenant – Art Butcher, Tom Perkins and Deb Yorke. Chief Davis stated that the fire captain and engineer positions were combined when Dave was appointed fire captain so the pay rate combined to \$300/month and since Deb Yorke is a lieutenant and an assistant engineer her pay rate is \$175/month. Chief Davis asked for clarification on compensation for training pay since he has received questions regarding this. Chief Davis stated that the policy right now is \$25/training; the Thursday evening (in-house) trainings are usually 2 hours long. However, some training (not in-house and on-line ones) can be longer or shorter than 2 hours.

The trustees discussed possible alternates to the training pay. Chief Davis stated that he would meet with the officers and try to draw up a policy to present to the trustees. The trustees stated they will wait for this before possibly changing the current policy. Fiscal Officer Shaw stated that “in December” should be removed from the annual reimbursement section since the pay is now run in Nov. Trustee Pope made a motion for the compensation rate at: Fire Chief Jason Davis - \$1200/month; EMS Captain Pam Kean - \$175/month; Fire Captain Dave Yoroko - \$300/month; Lieutenants Art Butcher and Tom Perkins - \$80/month; Lieutenant Deb Yoroko - \$175/month, the EMS run pay rate at: driver = \$20/run, EMT= \$30/run, EMT-I = \$40/run and EMT – P = \$50/run; holiday pay at 3 on call at \$150/person for: New Year's Day, Easter, Memorial Day, 4<sup>th</sup> of July, Labor Day, Thanksgiving, Christmas Eve, Christmas Day and New Year's Eve, on-call pay: \$50/week/squad member with the squad on call from 9 p.m. until 5 a.m., and the annual reimbursement at \$25/meeting or class for all types of training, whether in-house or elsewhere to be paid annually for active members of the department with the definition of active to be a member who attends 75% of fire trainings depending on certification, 75% of EMS training depending on certification and 75% of work sessions and is active on a minimum number of 10 fire or rescue calls per year; second by Wargo. Voting yes: Horvath, Pope, Wargo. Motion carried. Chief Davis stated that the department received \$13,654.40 from Fire House Subs for the purchase of a Lucas II Chest Compression System. Mike Simon had applied for the grant.

ZONING FEES: ZI Noderer suggested a few changes to the fee schedule. ZI Noderer suggested raising the fee for #10 site construction principal commercial, industrial, or conditional building. The trustees discussed raising the fee to \$300. ZI Noderer suggested changing the wording of #11 & #12 to read, “each addition to principal building (commercial, industrial, conditional) up to 144 sf” and raising the fee for #12. The trustees discussed raising the fee for #12 to \$300.

Trustee Horvath made a motion for the following zoning permit fee schedule:

1. single family residence (principal residential building) \$300
2. house addition, residential accessory buildings & additions (up to 800sf) \$50
3. house addition, residential accessory buildings & additions (over 800sf) \$100
4. residential deck, porch, patio & other misc. structures (exceeding 144sf) \$50
5. residential above ground pool \$25
6. residential in-ground pool including fence \$50
7. fence \$20
8. pond/lake \$50
9. site plan review application (zoning certificate not included) \$400
10. site construction principal commercial ,industrial, or conditional building \$300
11. each addition to principal building (commercial, industrial, conditional) up to 144sf \$50
12. each addition to principal building (commercial, industrial, conditional) exceeding 144sf \$300
13. business use occupancy; commercial land area business use \$50
14. commercial sign \$50
15. temporary commercial sign (each 90 day period) \$15
16. temporary trailer usage - 1<sup>st</sup> 6 months \$120; each additional 3 month period up to 1 year \$60
17. map/text amendment, use/area variance, or conditional use applications \$400
18. administrative appeal to the Board of Zoning Appeals \$400
19. home occupation No Fee
20. zoning resolution or comprehensive plan book \$10
21. zoning certificate issued after work started will be charged a double fee

second by Pope. Voting yes: Horvath, Pope, Wargo. Motion carried.

TOWN HALL RENTAL: Trustee Horvath stated that the town hall fee schedule has been working well and felt it should remain the same. Trustee Wargo agreed. Trustee Horvath made a motion to keep the fee schedule as: charging residents \$100 for the main floor of the town hall and \$50 for the top floor (non-residents are not permitted to rent the town hall) with a refundable deposit of \$100; town hall rest rooms only - \$20 (w/ \$50 deposit), gazebo/rest rooms - \$20 (w/ \$50 deposit), gazebo/town hall - \$50 (w/ \$50 deposit), gazebo only – no charge; table/chair rentals to residents only (tables/chairs are not to leave the township) at a rate of \$5/table and \$.50/chair (w/ \$50 deposit); free rental of tables/chairs to residents for after-funeral gatherings (w/ \$50 deposit); second by Pope. Voting yes: Horvath, Pope, Wargo. Motion carried.

CEMETERY FEES: Trustee Wargo stated that Sexton Marco checked with surrounding townships for their cemetery lot fees; most are higher than ours. Trustee Wargo wondered if the trustees wanted to raise our fee. Trustee Pope suggested keeping the fee the same for now. Trustee Wargo suggested raising the fee in June which would give residents a chance to purchase grave lots before the increase. Trustee Wargo made a motion to raise the price for residents or taxpayers of Litchfield to \$300/lot beginning June 1, 2016; second by Pope. Voting yes: Horvath, Pope, Wargo. Motion carried. Trustee Wargo made a motion to keep the fee schedule as: \$200 per single lot for residents or taxpayers until June 1, 2016; \$800 per single lot for nonresidents non-taxpayers; limit of one four-grave lot per person; foundation fees of \$150 if it doesn't exceed 24x12", \$300 if it doesn't exceed 48x12" and individually priced if larger; grave opening fees: \$450 for standard burial Mon-Fri., \$675 on Sat. and \$900 on Sun., \$250 for infant burial Mon – Fri., \$375 on Sat. and \$500 on Sun., ashes in a vault the same as infant burial, and \$150 for ashes in an urn Mon – Fri., \$225 on Sat., and \$300 on Sun.; continue the burial policy of no burials permitted on Sundays or major holidays except at the discretion of the sexton and then at the fees quoted for the grave opening; no burials permitted outside existing designated cemeteries, and burials in township cemeteries will be limited to human remains; second by Horvath. Voting yes: Horvath, Pope, Wargo. Motion carried. It was noted that the grave opening fees are set by the person who digs the graves and not by the trustees. Trustee Wargo stated that she would check with him to see for the current fees.

COPIES AND MILEAGE REIMBURSEMENT: Trustee Pope made a motion to keep the policy of charging \$.05/page for copies made on township equipment plus the cost of mailing; an individual will receive 20 pages at no charge per year; if the copies are made on non-township equipment then the cost for the copies will be the amount charged; second by Horvath. Voting yes: Horvath, Pope, Wargo. Motion carried. Trustee Pope made a motion to keep the policy of reimbursing mileage at the current IRS rate; second by Horvath. Voting yes: Horvath, Pope, Wargo. Motion carried.

2016 APPROPRIATIONS: Fiscal Officer Shaw stated that these are temporary appropriations to begin the year. Trustee Horvath made a motion to adopt Resolution 3-16 Township Temporary Appropriations; second by Wargo. Voting yes: Horvath, Pope, Wargo. Motion carried.

TOWNSHIP POLICIES: Fiscal Officer Shaw reviewed the written policies regarding cell phones, township vehicles, travel reimbursement, credit cards, and disasters. Trustee Pope made a motion to adopt Resolution 4-16 Township Policies; second by Horvath. Voting yes: Horvath, Pope, Wargo. Motion carried.

Trustee Pope made a motion to adopt Resolution 5-16 Request for Tax Advances; second by Wargo. Voting yes: Horvath, Pope, Wargo. Motion carried.

PUBLIC COMMENT: Gayle Martin asked if anything could be done about a cell tower located behind her house which has a strobe light flashing at night. Trustee Horvath stated that a few years ago, the FCC mandated neon strobes on cell towers and that the township has no

jurisdiction regarding the lights. Gayle stated that she would contact the company to see if they could do anything about the light.

Trustee Wargo asked the other trustees if they looked over the road bid and wondered if they decided which roads they would like to see worked on this year. Trustee Wargo stated that she would like to see the damage on Beat Rd. (between Rt. 18 and Spieth) repaired, Spieth Rd. (from Rt. 83 to Vandemark) paved and Donald Rd. paved (after a dip in the road is fixed). Trustee Pope stated that \$77,290 will be spent on roads this year for the roads not paved last year. Trustee Pope wondered if the price will be less since the price of oil has come down. Trustee Wargo stated that she would contact the company. Trustee Horvath stated that last year the trustees voted for over \$77,000 of road work and the year before spent over \$300,000 on road work. Trustee Pope stated that Donald Rd. (east side) was chip and sealed about 4 years ago. Trustee Pope stated that maybe the township should do some roads this year while the price of materials is down. Jim stated that there is a spot on Yost Rd. (north of the last house) that needs to be dug out and patched. The trustees stated that they will look at the roads and be ready to discuss the road work at the Jan. 25<sup>th</sup> meeting.

Trustee Wargo stated that Jim contacted Ken Cogar and scheduled him for township clean-up days on May 6-7. The trustees discussed the possibility of having only 1 day for township clean-up but decided to keep it to 2 days. Trustee Horvath made a motion to approve May 6-7 for township clean-up days; second by Pope. Voting yes: Horvath, Pope, Wargo. Motion carried. Trustee Wargo stated that the lighting in the back building is terrible and asked that someone look into it. Trustee Horvath stated that he would check on it. Trustee Horvath stated that the prosecutor's office contacted him. Assistant Prosecutor Lee Potts sent a letter asking that the trustees consider whether they want Litchfield to participate in a motion for the prosecutors to intervene in the Federal Energy Regulatory Commission process to consider NEXUS's application for approval of the pipeline to pass through the county. Trustee Horvath made a motion to adopt Resolution 6-16 allowing the MC Prosecutor to intervene on the township's behalf with the NEXUS pipeline; second by Pope. Voting yes: Horvath, Pope, Wargo. Motion carried.

ADJOURN: Trustee Pope made a motion to adjourn; second by Wargo. Voting yes: Horvath, Pope, Wargo. Motion carried. Meeting adjourned at 8:27 p.m.

## **RECORDS COMMISSION ANNUAL MEETING Jan. 4, 2016**

Chairman Pope and Fiscal Officer Shaw met at 8:29 p.m. Fiscal Officer Shaw stated that all records are scheduled and there are no changes at this time. The meeting was adjourned at 8:30 p.m.

