

LITCHFIELD BOARD OF TRUSTEES
REGULAR MEETING
March 28, 2016

The Litchfield Township Board of Trustees met in regular session on Monday, March 28, 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 Wargo present and Trustee Horvath absent (he arrived at 6:20). There was an audience of 13. All stood to recite the Pledge of Allegiance. Trustee Pope made a motion to accept the minutes from the Feb. 22nd regular meeting and the March 15th special meeting as written; second by Wargo. Voting yes: Pope and Wargo. Motion carried.

Joel Bender, from Whitaker Myers, was present. Joel stated that the Accidental Death and Dismemberment Policy with Provident Insurance for the fire department is up for renewal – it is a 3 year policy. Joel stated that Provident now offers a 2nd option through Access Insurance; our current policy is through Cigna. The policy through Access is better coverage and less expensive than the Cigna policy so Joel recommended switching to Access. The trustees looked over the information from Joel. Trustee Pope made a motion to go with the Access Insurance Policy from Provident for Accidental Death and Dismemberment for a 3-year term for a pre-pay fee of \$391; second by Wargo. Voting yes: Pope and Wargo. Motion carried. Joel discussed the renewal of the Ohio Plan Policy. Joel stated that the coverage has increased and the premium only increased \$59 from last year. Joel stated that since the insurance has an employee dishonesty coverage and the ORC states that only some employees need additional bond coverage, the bond for road superintendent and town hall manager are not necessary which will save the township \$50/bond. Fiscal Officer Shaw asked if the zoning inspector and the cemetery sexton need additional bond coverage. Joel stated that he would check on this since he was not sure. The premium for the township insurance through the Ohio Plan is \$27,324. Trustee Pope made a motion to renew the Ohio Plan insurance for \$27,324 for the year; second by Wargo. Voting yes: Pope and Wargo. Motion carried. Joel reminded the trustees to look over the cost replacement values on the township equipment. The trustees thanked Joel for attending the meeting.

Denise Jock from the auditor's office was present. Denise stated that the last date to file an appeal of one's property tax is March 30th and that the form is found on-line. Denise stated that AARP is on the 3rd floor of the administration building doing taxes at no charge. An appointment is needed and is made through the Office of Older Adults. Denise stated that AARP has offered this service for a few years. The deadline for an application for the Homestead Exemption Program is June 1st.

Fire and Rescue: Chief Davis' report: from 2/20 – 3/25 there were 20 medical emergency calls and 8 fire calls. Litchfield gave mutual aid to Lafayette for a house fire, to Chatham for a horse in a pond and to Spencer for a squad call. We received no mutual aid. President Porter held the monthly Fire Association meeting on Feb. 25th. Chief Davis held the monthly officer

meeting on March 1st. Fire training on March 3rd was postponed due to our department providing mutual aid to Lafayette for a working structure fire. Chief Davis was not able to attend the MC Chiefs Meeting on March 9th since he was out of town for work. Captain Yorke and Lt. Butcher conducted fire training on March 10th at an acquired structure on hose movement, building construction, salvage and overhaul. The station was manned during voting hours on March 15th. On March 17th, Capt. and Lt. Yorke and Captain Yorke held EMS training at the acquired structure on caring for fire fighter down and different tactics on removing them from harm and removal of their gear. On March 24th Vice President Erhart held the monthly Fire Association meeting. Lt. Butcher and several other members have been mentoring new members along with driving of the vehicles. Chief Davis asked the trustees how they wanted to handle the Cost Recovery Systems billing for mutual aid calls; if they want to follow the procedure used for billing mutual aid EMS calls. Chief Davis stated that he would like to bring the issue up at a county chiefs' meeting. Trustees Horvath and Pope stated that there should be an agreement between mutual aid departments for the billing. Chief Davis asked if he should file a report with Cost Recovery Systems even if there is no car insurance. The trustees stated that he should still file the report. Chief Davis stated that several SCBA bottles were sent out to be hydro tested. 41-1 is at Fallsway getting the LED lights installed and 47-1 will be sent to Burgess next week to take care of a squeak between the cab and the box. Chief Davis stated that all the officers were present for the ISO evaluation on March 3rd. Chief Davis stated that he believes the evaluation went well but it will be 3-6 months before we receive our new rating. Previously, the township had a split class between where there were hydrants and where there were no hydrants but this will change with the new rating system. Chief Davis stated that when a resident calls their insurance company, they need to ask for their "protection class" rating not their ISO rating. The semi-annual pancake breakfast and Red Cross blood drive will be on April 3rd from 8-12:30. Chief Davis stated that he received notice that the grant for upgraded radio equipment we and several other departments applied for was denied since funds ran out. FF Strickland and FF Porter are in a FFII class at Hinckley Fire Department; John Smith is taking his basic EMT course; Kyle Barski and Kathy Szpak are taking a 36 hour volunteer FF course at Granger. Chief Davis stated that he will be obtaining estimates for some painting and some repairs at the station. Chief Davis stated that Captain Yorke and Lt. Butcher have been spending time researching a slide-in-skid unit for our UTV; Chief Davis had information on one which he would like the trustees to approve. Chief Davis stated that the unit would help fight brush fires and be used for off road EMS. Chief Davis stated that the unit cost \$6600 and he requests the trustees approve the unit before the grass fire season. Trustee Pope stated that the department needed a way to transport a victim from an accident when using the UTV. Trustee Horvath made a motion to approve the purchase of a skid unit for \$6750 + shipping; second by Pope. Voting yes: Horvath, Pope, Wargo. Motion carried. Trustee Pope stated that at the December and February meetings, the trustees welcomed new members to the department but did not make a motion to hire them. Trustee Pope made a motion to hire John Smith, Andy Szpak, Kyle Barski and Kathy Szpak as members of the Litchfield Fire and

Rescue Department; second by Horvath. Voting yes: Horvath, Pope, Wargo. Motion carried. Chief Davis stated that he was able to cancel AT&T since obtaining the new modems which were paid for by the Cleveland Clinic; he contacted Frontier and was able to have the phone bill lowered.

Roads: Jim Meermans' road report: checked the fire extinguishers; stacked 100 tons of salt; replaced the auger bearing on the International truck; cleaned leaves on Yost Rd; mounted a fire extinguisher in the new truck; picked up branches and downed trees due to wind storms. Jim stated that the township has until May 31st to order 220 tons of road salt from Cargill to fulfill our contract. Trustee Pope stated that at the special meeting on March 15th when the road bids were opened, he misread Melway's bid which was \$97,048.50 (he had read the engineer's estimate). Crossroad Paving's bid was \$101,737.55. Trustee Wargo stated that the bids were broken down per road. Trustee Pope stated that per March's Fund Status Report there was over \$253,000 in the road funds. Trustee Horvath asked Jim which roads he felt could be eliminated if the trustees decided not to pave all the roads listed. Jim stated Donald Rd. Trustee Pope stated that prices seem to be reasonable this year and the work might cost more next year if the prices go up. Trustee Horvath stated that he would want to see work done on Jones Rd. and Speith Rd. only this year. Trustee Wargo stated that she does not anticipate any large ditch projects this year. Trustee Wargo stated that she doesn't know what the price of oil will be next year but the price seems to be down this year so she is inclined to have all 5 roads paved this year. Trustee Pope agreed. Trustee Wargo made a motion to accept the bid from Melway Paving for \$97,048.50 for all 5 proposals; second by Pope. Voting yes: Pope and Wargo. Voting no: Horvath. Motion carried. Trustee Wargo stated that she will contact Melway Paving and the engineer's office. Trustee Wargo stated that the trustees had discussed at a previous meeting that when a larger dump truck was purchased, the trustees would consider selling the smaller 4500 dump truck. Trustee Pope stated that the truck could be listed on e-bay with a reserved price; the fire department has sold equipment this way. Trustee Wargo stated that she would research the possible starting/reserve price for the truck. Chief Davis stated that Paul, the gentleman who would list the truck, would also research and suggest a price. Trustee Wargo made a motion that she will contact Paul and get information for selling the 2007 Chevy 4500 dump truck starting with a minimum bid of \$20,000 or higher if suggested by Paul; if Paul suggests a lower bid than \$20,000 she will bring the discussion back to the April meeting; second by Pope. Voting yes: Horvath, Pope, Wargo. Motion carried. Trustee Wargo asked Fiscal Officer Shaw for the title to the trailer that was transferred from the fire department to the road crew so that a license plate could be obtained. Trustee Wargo stated that the old cemetery trailer needs a new axle and a couple of tires; she does not think more money should be put into it. Trustee Wargo wondered if the trustees wanted to sell it "as is" or just junk it. The trustees thought that the trailer should be sold. Fiscal Officer Shaw stated that it should be clearly stated "as is" so the buyer understands any issues. Trustee Pope stated that any item priced under \$2500 does not need to be sold by bid. The trustees stated that they would just place the trailer in front of the garage with a price

listed. Trustee Wargo made a motion to put the trailer in front of the township garage with a listed price of \$250; second by Pope. Voting yes: Horvath, Pope, Wargo. Motion carried.

Safety: Trustee Pope attended the MC Safety Council Meeting on March 15th.

Police: For the month of Jan: days worked: 25; hours worked: 100; miles driven: 1,238; calls/complaints investigated: 9; police/fire personnel assisted: 5/1; citizens assisted: 34; suspicious people/vehicles checked: 0/1; business checks: 179; traffic stops: 9; traffic citations issued: 3; warning citations issued: 7; arrests: 0. Traffic citations: speed: 1; no driver's license: 1; assured clear distance: 1. Traffic warning: yield: 2; stop sign: 1; speed: 3; lane of travel: 1. For the month of Feb: days worked: 22; hours worked: 100; miles driven: 1,183; calls/complaints investigated: 10; police/fire personnel assisted: 5/1; citizens assisted: 34; suspicious people/vehicles checked: 2/3; business checks: 179; traffic stops: 4; traffic citations issued: 2; warning citations issued: 2; arrests: 0. Traffic citations: speed: 2. Traffic warning: yield: 1; license plate required: 1. Trustee Wargo asked if there is a schedule showing when the deputy car will be out patrolling the township. Trustee Horvath stated that he would check with Deputy Snider. Trustee Pope stated that the sheriff department should be contacted with the ice cream social dates and the Memorial Day Service date.

Town Hall: Report for March: the town hall was used for 3 meetings, 11 times by groups; there was 5 town hall rentals - 3 at no charge; 2 for a total of \$200. Patti did general cleaning after events, shoveling and salting for groups; ordering of supplies and delivery; installed 4 towel dispensers; emptied dehumidifier in the basement; met Pfaff Electronic for a barn lighting estimate. Total of 24.75 hours.

Cemetery and Park: Sexton Marco's report: from 2/20 – 3/25 there was 1 funeral and 0 grave sites sold; there was 1 inquiry about expanding the old section where the mausoleum is located. Sexton Marco stated that she measured that area and there could be up to 20 lots located there. Trustee Pope stated that he is concerned about what could be under the old driveway there. The trustees and Sexton Marco discussed the idea of re-entry – taking back cemetery lots that have not been used in over 50 years. The trustees stated that with 600 lots still available for sale and 7 acres behind the cemetery for future development it may not be worth the trouble and paperwork involved with taking back some lots. Sexton Marco stated that there is much damage from animals rutting around the ground at Crow's Corner Cemetery. Trustee Pope stated that he would try to have a company to come out for grub control. Deb Yorko stated that spreading moth balls around the area would help deter skunks. Trustee Wargo stated that she spoke with Emily Sorm who owns property around Crow's Corner Cemetery. Trustee Wargo asked Ms. Sorm if she would be willing to sell a small strip of land to the township which would enable the township to add a turn-around at the cemetery. Ms. Sorm stated that due to a bad experience she had with trustees in the past, she did not want to sell any land to the township. Trustee Wargo stated that the electrical permits for the new storage building at the Rt. 18 cemetery have just been received. Trustee Wargo stated that Sexton Marco should give Jim the dates for removal of winter decorations so he could list them on the signs at the cemetery. Chief Davis asked if there is a limit to the number of benches that will be placed at the circle park. The

trustees agreed that there are enough benches there and will not place any more there. If someone wishes to donate a bench, they could donate one to be placed in the cemetery. Sexton Marco asked what happened to the 2nd water pump in the circle. The trustees stated that they don't know where it went; Trustee Wargo stated that she would check on this.

Zoning: ZI Noderer's report for the month of Feb: site visits: 1; meetings attended: 2; miles driven: 45.4; zoning certificates issued: pond: 1. zoning violations: 8109 Branch Rd – case #15CIV0677 Motion to terminate Injunction. Inspection scheduled on 4/8, possible deposition on 4/13, possible hearing on 4/21 dependent on the inspection; 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, last contact 2/17/16 J. Gammell; 8963 Spieth Rd. - referred to the MC Prosecutor by the MCHD; 8665 Norwalk – failure to obtain ZC for business use occ. - zoning certificate obtained. ZI Noderer stated that there is a continuing ed session at Montville Township on Tues. sponsored by the prosecutors and put on by the MC Planning Commission. Trustee Pope stated that ZC Fozio should be on the Planning Commission list so she should be able to forward information regarding training information. ZI Noderer asked if the zoning secretary was required to obtain continuing ed hours. Trustee Horvath stated that the board does not require it.

Trustees: Trustee Pope stated that at the MCTA meeting the sheriff department spoke about the emergency plans for townships. They sent out a packet with sheets with hazard identification to be completed by each township. The trustees stated that since the sheets would take some time and discussion, a special meeting should be held to complete them. Trustee Pope made a motion to hold a special meeting on April 2nd at 11 a.m. for the completion of the Hazard Rating worksheet; second by Wargo. Voting yes: Horvath, Pope, Wargo. Motion carried. Trustee Pope stated that it is time to consider donating to the Memorial Day Service conducted by the Historical Society. Trustee Pope made a motion to donate \$200 to the Historical Society for the Memorial Day Service; 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 Wargo stated that the trustees have been discussing computerizing the township cemetery records for some time; she spoke with several companies at the OTA Conference in Columbus but their programs were very expensive. Trustee Wargo received an email from a resident who offered help with constructing an Excel spread sheet for recording the information. Trustee Wargo stated that she would donate an old laptop to the township to be used for cemetery records. Trustee Wargo stated that she would input all the data into the computer initially. Trustee Wargo will contact the resident who offered to help with the Excel spreadsheet. Trustee Pope stated that he noticed a check issued for the printing of the newsletter. Trustee Wargo stated that the newsletter will be sent out next week; she never heard back from the prosecutor's. Trustee Wargo stated that she received a donation from an

anonymous donor to cover the cost of the page listing the businesses. Trustee Pope asked how the cost was broken down. Trustee Wargo stated that the total cost was divided by the number of pages to determine the price/page. Trustee Wargo stated that there were 6 – 8 businesses who advertised. Trustee Pope stated that the donator needed to be named.

New Business: Trustee Wargo stated that Sustainable Medina County rewrote what they would like to place on the ballot; she has a petition if anyone would like to sign for placing the proposal on the ballot.

Correspondence and Communications: There were no correspondences or communications.

Public Comment: Mitch asked when the cemetery building will be done. Trustee Wargo stated that it would be done when it is done, the electrical permit was just issued and no date has been received from LMRE for when they will install the transformer on the pole. Mitch asked the status of the gas line on Crow's Nest Lane. Trustee Horvath stated that he spoke with the prosecutor's office who stated that the trustees should find out who owns the gas well and then see if Medina Meats would consider allowing the gas line to be shut off for a few days; we can not just shut the line off. Anne Seitz asked who owned the well and Trustee Horvath stated that they did not know who owned it. Jerry Wargo stated that keeping in mind the Branch Road issue, had the trustees given any thought to obtaining outside counsel for handling the issue there. Trustee Horvath stated that he had not consider it. ZI Noderer stated that that would not be done at this stage of the game. Trustee Pope stated that the township would be paying for an outside attorney while the case goes through the court system for years.

Trustee Pope made a motion to adopt Resolution 12-16 to amend appropriations; second by Wargo. Voting yes: Horvath, Pope, Wargo. Motion carried.

Trustee Pope made a motion to approve Purchase Orders 10-16 to 15-16 and Blanket Certificates 44-16 to 51-16 and authorize payment of vouchers 23748-23824; second by Wargo. 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 9:12 p.m.