

**LITCHFIELD BOARD OF TRUSTEES**  
**REGULAR MEETING**  
July 25, 2016

The Litchfield Township Board of Trustees met in regular session on Monday, July 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 Trustees Horvath and Wargo present. There was an audience of 9. All stood to recite the Pledge of Allegiance.

Trustee Horvath made a motion to accept the minutes from the June 27<sup>th</sup> regular meeting as written; second by Wargo. Voting yes: Horvath, Pope, Wargo. Motion carried.

Eric Prall, managing director from Ross, Sinclair & Associates, was present to discuss refinancing/refunding the fire station loan. Eric explained that the township could refinance the debt as of 12/1/16 since the loan will be 10 years old then. Eric stated that there would be an estimated savings of \$85,000+ over the term of the loan (approximately \$7,700+/year). Currently the interest on the loan is 4.85% and the refinanced loan would be at approximately 2.15%. Eric stated that the trustees would need a resolution from a bond counsel. The trustees asked Eric a few questions and then stated that they are interested in the refinancing at the lower rate and yearly savings. Eric stated that the earliest to start the process would be Sept. Trustee Horvath stated that Trustee Pope should speak with the prosecutors to discuss this. The trustees thanked Eric for attending the meeting.

**Fire and Rescue:** Chief Davis' report: from 6/24 – 7/22 there were 16 medical emergency calls and 9 fire calls. Litchfield gave mutual aid to Erhart twice for fire calls. We received mutual aid once from Erhart and once from Chatham for squad calls. Chief Davis canceled training on June 30<sup>th</sup> due to the holiday weekend and the absence of many members. Work night was held on July 7<sup>th</sup> where building maintenance was performed and the department got ready for the ice cream social and Family Fun Day. Chief Davis held fire training on July 14<sup>th</sup> on scene set up for structure fires where the department set up, relayed water from both a tanker and an engine, and drafted out of a pond. Chief Davis thanked Mr. and Mrs. Conrad Haneberg for allowing the department to work on their property which made the training more realistic. Chief Davis held fire training on July 21<sup>st</sup> at Trustee Pope's pond on drafting from a pond with 44. The Fire Association sponsored the ice cream social on July 8<sup>th</sup> which went very well even though the department had 2 calls; family and friends stepped in and the social continued. The Fire Association held Family Fun Day on July 10<sup>th</sup> from noon-4. The weather was excellent, Life Flight arrived, Erhart Fire Prevention came out with their "talking" fire dog, and a DJ volunteered and provided music during the event. John Smith finished his basic EMT course and passed the national registry; once he has taken the hospital protocol, he will be certified as an EMT and will be able to run as an EMT on our department. Kathy and Andy Szpak should be finishing up their EMT class next month giving the department 2 more EMTs. Chief Davis submitted all paperwork to Kovatch Ford to order the truck which should arrive sometime in late Fall. Chief Davis noticed that the pad by the front door of the station had shifted so he

contacted A-1 Concrete Leveling & Foundation Repair. Their quote for the work was \$375 which includes a 10 year warranty. Chief Davis stated that he feels the repair is necessary since he is concerned about the entering/exiting of the station by the general public (for example, on Election Day). The trustees stated that Chief Davis should have the repairs done. Chief Davis stated that again this year our department will be joining Valley City's and Erhart's departments on the fire prevention program at Buckeye but this year they are bringing in MC Axe and the Fire Crew. Litchfield's share of the program will be approximately \$200. Chief Davis read Kyle Baraski's resignation letter from the department due to his return to college. Trustee Pope made a motion to accept Kyle Baraski's letter of resignation; second by Horvath. Voting yes: Horvath, Pope, Wargo. Motion carried. Fiscal Officer Shaw read a letter from Wellington's Assistant Fire Chief Bill Brown praising Chief Davis' action responding to a fire call in Penfield Township. Asst. Chief Brown stated "without [Chief Davis'] help, I am quite certain the successful outcome would not have happened." Trustee Pope made a motion to adopt Resolution 20-16 approving the participation of the Litchfield Fire Department at the Medina County Fair by providing fire suppression and extrication during the fair events; second by Wargo. Voting yes: Horvath, Pope, Wargo. Motion carried.

**Roads:** Jim Meermans' road report: roads were cold patched; fire extinguishers were checked; the A/C coil at the town hall was cleaned; seat repaired and brakes adjusted on the old zero-turn lawn mower; ditched over the gas line on Crow's Nest Lane; posted security signs at the cemetery; trimmed trees at the cemetery and along some roads; picked up the backhoe after brake repairs; mowed grass along most of the township road berms; Melway Paving chip/seal 5 township roads. Trustee Wargo stated that there is a dead tree on Yost Rd. so she obtained 2 quotes to cut the tree and chip the wood – Tree Maintenance for \$750 and Tree Masters for \$600 – since the tree is on the road right-of-way. Trustee Wargo stated that she would contact Tree Masters to do the work. Trustee Wargo stated that the Crow's Nest Lane ditch work will begin on Wed. Jim stated that the gas line was deeper than 3' so since the ditch was dug only 3' the gas pipe was not exposed. Trustee Horvath thanked the board for agreeing to get this ditch work finished and finally progressing on this project. Trustee Pope thanked the resident who informed the trustees 3 years ago that an unknown gas line existed there before the road crew began digging. Trustee Horvath thanked the gentleman from Columbia Gas for his help. Trustee Wargo thanked Al Nimer for his co-operation turning off the gas to that line so the ditching could be done. Trustee Horvath thanked Trustee Wargo and Jim for all their work.

**Safety:** Trustee Pope stated that the MC Safety Council Meeting was attended on July 19<sup>th</sup> and was on hearing loss and hearing prevention.

**Police:** For the month of June: days worked: 27; hours worked: 112; miles driven: 1,180; calls/complaints investigated: 13; police/fire personnel assisted: 4/1; citizens assisted: 33; suspicious people/vehicles checked: 0/0; business checks: 148; traffic stops: 6; traffic citations issued: 1 warning citations issued: 5; arrests: 0. Traffic citations: speed: 1. Traffic warning: yield: 1; improper passing: 1; speed: 1.; marked lanes: 1; yield: 1; improper backing: 1. Fines received for May were \$112.50. Trustee Wargo stated that she received a call regarding people at the

cemetery playing the “Pokemon Go” game (an on-line game for smart phones). There are a few “characters” at the cemetery and numerous ones at the circle park. The MC Sheriff Dept. stated that they will be giving extra time for deputies to patrol the cemetery but Trustee Wargo wondered if the deputies using the township car should be given more hours (over the 100/month) to patrol. Fiscal Officer Shaw stated that the deputies receive extra hours to be present at ice cream socials; now that these are over, maybe the deputies could be used for extra hours in the cemetery. Trustee Horvath stated that he believes the Pokemon fad will die down soon but he would speak to Deputy Snider and ask that the deputies patrol the cemetery more often during their 100 monthly hours.

**Town Hall:** July's report: the town hall was used 2x for meetings, 8x for groups; there were 4 ice cream socials; there was 1 town hall rental for \$100 and 3 table/chair rentals for \$90. Patti met with Kip's Electric for back building lighting to LED; general cleaning of town hall and annex; watering of plants; weeding around the town hall and annex; painting of annex wall by the emergency light; ordering and picking up new tables from Home Depot; met with Albrights for adjustment to the men's room door at the town hall (there was no charge); defrosted the town hall freezer; set up and broke down for the ice cream socials; total of 37.5 hours. The trustees discussed the possibility of an electronic sign for outside the town hall. Trustee Horvath will check on this.

**Cemetery and Park:** Trustee Wargo stated that there were no lots sold, no burials and no inquiries. Sexton Marco contacted Trustee Wargo to compliment the road crew on the good job they did removing dead trees, cutting tree branches and fixing headstones. Trustee Wargo received a letter from the Litchfield Band stating their 2017 schedule (practices, Christmas program, Memorial Day Service, etc.). A copy will be posted on the town hall bulletin board. Trustee Wargo stated that Asst. Prosecutor Thorne informed her that the state legislature passed a bill that a township could use township funds on any event held on township park properties. Trustee Wargo stated that the Assembly of God Church's Girls Ministry sponsored this year's garage sale and will sponsor next year's sale. This year 38 households participated. Trustee Pope stated that he was glad the sale went well.

**Zoning:** (ZI Noderer was not present but sent this report) For the month of June: site visits: 8; meetings attended: 3; miles driven: 100; zoning certificates issued: single family house: 1; above ground pool: 1; accessory building: 2; business occupancy use (change from AG exempt to commercial use): 1; commercial building addition: 1; pond: 1; house addition: 1. Zoning violations: 8109 Branch Rd – case #15CIV0677 (7/29 hearing on objection to magistrate decision in favor of Blueberry Barn); 9940 Norwalk Rd. - monitor compliance efforts; 9696/9706 Crow Rd. - zoning certificates pending MCE ECSW permit; monitor use status of the building south of the creek; 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; awaiting MCP action.

**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 the 2014-15 audit has begun.

**Old Business:** There was no old business.

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

**Correspondence and Communications:** The Department of Commerce sent a letter regarding the procedure to follow to object to the renewal of liquor permits.

**Public Comment:** Don Rupanovic asked if the public would be kept informed if the fire station is refinanced. The trustees stated that any and all decisions would be discussed and voted on at trustee meetings. Chief Davis stated that although 41-2 was run during Family Fun Day the next day Capt. Kean noticed that the water pump seal was broken. Capt. Yoroko drove to Brookpark to pick up a new pump repairing it in one day saving the township money and time.

Trustee Pope made a motion to adopt Resolution 21-16 to amend appropriations; second by Wargo. Voting yes: Horvath, Pope, Wargo. Motion carried.

Trustee Pope made a motion to approve Purchase Orders 27-16 to 29-16 and Blanket Certificates 73-16 to 75-16 and authorize payment of vouchers 24006-24132; second by Horvath. Voting yes: Horvath, Pope, Wargo. Motion carried. Trustee Pope made a motion to authorize payment of voucher 24133; second by Horvath. Voting yes: Horvath and Pope.

Voting no: Wargo. Motion carried.

Trustee Pope made a motion to adjourn; second by Horvath. Voting yes: Horvath, Pope, Wargo. Motion carried. Meeting adjourned at 7:26 p.m.