

**LITCHFIELD BOARD OF TRUSTEES**  
**REGULAR MEETING**  
November 25, 2019

The Litchfield Township Board of Trustees met in regular session on Monday, November 25, 2019, 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 Reynolds present. There was an audience of 18. All stood to recite the Pledge of Allegiance. Trustee Horvath made a motion to approve the minutes from the October 28<sup>th</sup> regular meeting as corrected; second by Pope. Voting yes: Reynolds, Pope, Horvath. Motion carried.

MaryBeth Guenther, from the auditor's office, was present. MaryBeth stated that dog licenses are on sale beginning Dec. 2<sup>nd</sup> for \$14/year (3 year and permanent licenses are also available). MaryBeth stated that the auditors are working on the tax rates which will be completed by the end of the year.

**Fire and Rescue:** Chief Davis stated that Benjamin Grega has been attending training and work sessions at the station as a potential member to the department. Chief Davis swore in Benjamin Grega as a new member to the Litchfield Fire Department. Trustee Horvath made a motion to suspend the meeting for 15 mins. to celebrate with cake at 6:05; second by Pope. Voting yes: Reynolds, Pope, Horvath. Motion carried. Trustee Pope made a motion to reconvene the meeting at 6:20; second by Reynolds. Voting yes: Reynolds, Pope, Horvath. Motion carried. Trustee Horvath made a motion to accept Ben Grega as a new member of the Litchfield Fire Department; second by Reynolds. Voting yes: Reynolds, Pope, Horvath. Motion carried.

Chief Davis' report: from 10/25 – 11/25 there were 12 medical emergency calls and 2 fire calls. We received nor gave any mutual aid. Chief Davis attended the AHAC Committee Meeting on Oct. 29<sup>th</sup> and Nov. 14<sup>th</sup>. On Oct. 31<sup>st</sup>, the Fire Association held the 1<sup>st</sup> annual Trunk-or-Treat. The same night they also set up for the semi-annual pancake breakfast and Red Cross blood drive which were held on Nov. 3<sup>rd</sup>. Dr. Myers and Mike came to the station on Nov. 7<sup>th</sup> to go over the new regional protocol test which will be followed by hospitals including Cleveland Clinic, University Hospital, Metro General and SouthWest General. Chief Davis held the monthly officer meeting on Nov. 13<sup>th</sup>. Captain Yorke, Lt. Buther and Lt. Comuzie held fire training on Nov. 14<sup>th</sup> dealing with chimney fires, CO calls and our gas analyzers. Captain Yorke held work night on Nov. 21<sup>st</sup> where building and truck maintenance was performed. The department provided EMS coverage at Buckeye's play-off football game on Oct. 25<sup>th</sup>. The semi-annual maintenance was performed on the compressor for the department's breathing air. Fire Force came out to complete the annual testing of the department's SCBAs. The station was staffed during the Nov. 5<sup>th</sup> election; if requested, tours were given. The bladder in the septic system at the station failed so the system was pumped and repaired. This system is obsolete so if no parts are available the next time it breaks, the system will need to be up-graded. This would be probably be in 3-5 years. Chief Davis stated

that next year is the fire department's 75<sup>th</sup> year of service and the Fire Association is in the planning stages of events to celebrate it. Lt. Yorko is working with Chris Eppolito of Eppolito Signs on vinyl decals of the new patch design for placement on the fire department's apparatus. The department has begun decorating the station meeting room. There are 2 new applicants who are obtaining their background checks and physicals. The State Fire Marshall Grant for the MARCS radio system has opened and we will be submitting as an entire county for this grant; we should know by the end of the year if we are successful. Chief Davis will be meeting with Chief Strazzo on Wednesday to finish our application. FF Strickland has submitted his letter of resignation having moved out of the township. Trustee Horvath made a motion to accept Tyler Strickland's letter of resignation; second by Pope. Voting yes: Reynolds, Pope, Horvath. Motion carried. Chief Davis stated that all vests and helmets ordered are in. These were purchased using money from the LMRE grant. Chief Davis stated that there are now 3 sets on each squad and hopefully will never be used. Chief Davis stated that the department received a call that a hunter fell out of his tree stand during a recent snowfall. The call went well but Chief Davis stated that there were some issues with the support given by the dispatch center; our department asked for but did not receive the sheriff's office "pinging" his phone and sending out a drone to help locate the person. Chief Davis is working on getting these issues addressed. Chief Davis stated that after talking to the truck committee and the officers, they would like to purchase the Rosenbauer Tender that they specked out. Chief Davis stated that the township could go through Source Well which is a government purchasing company at no cost to the township. Chief Davis stated that Chatham Township used Source Well when purchasing equipment. Trustee Horvath stated that he would like Chief Davis and him to take the contract to the prosecutors for their approval. Trustee Horvath stated that the trustees have looked over the truck specs and looked at the old truck that would be replaced by the new truck. Trustee Horvath made a motion to approve the purchase of new tender truck for \$385,000 pending approval by the MC Prosecutors; second by Pope. Trustee Reynolds asked about the additional \$7,000 – 8,000 to transfer the equipment between trucks. Chief Davis stated that that could wait until the new truck is here. Trustee Pope stated that it is a good idea to purchase the truck. The old truck could be sold and it is a good idea to keep the truck replacement on a rotation basis. Roll call on the motion: voting yes: Reynolds, Pope, Horvath. Motion carried. Trustee Horvath made a motion to approve \$118,035 to purchase the chassis which would save the township \$4700; second by Pope. Voting yes: Reynolds, Pope, Horvath. Motion carried. Trustee Horvath stated that it will probably be 14 months before the new truck is here.

**Zoning:** ZI Noderer stated that he obtained a new zoning map from the MC Planning Commission to replace the current one from 2010. ZI Noderer's report for Oct.: site visits: 7; meetings attended: 4; miles driven: 154; zoning certificates issued: porch canopy; 1; pool: 1; temp. trailer: 1; business occupancy: 1; fence: 1. AG Structures: 0. Lot splits: 0. Zoning violations: 8109 Branch Rd. Blueberry Barn – Case #15CIV0677; #18CA0023-M, monitor for agricultural compliance, awaiting Ohio Supreme Court

decision; 9696/9706 Crow Rd. - zoning certificates pending MCE ECSW permit; monitor use status of building south of the creek; motion to show cause case #09 CIV 2309. Trustee Horvath stated the Supreme Court is scheduled to hear the case dealing with the Branch Rd. Blueberry Barn on Feb. 11<sup>th</sup>; he is planning on going to Columbus with Asst. Prosecutor Karris. Trustee Horvath stated that the hearing for Medina Meats is scheduled for Dec. 13<sup>th</sup> but if Medina Meats receives their 2<sup>nd</sup> easement from the adjacent homeowners, there won't be a need for a hearing. Trustee Horvath stated that the trustee had 2 different people out to discuss rewriting and organizing the zoning book. Trustee Horvath stated that both individuals were qualified to do the work but he was leaning towards Mark Majewski from NorthStar Planning. Trustee Reynolds stated that the zoning book does need to be worked on and he also liked Mark. Trustee Pope stated that the consistency of the book needs to be worked on. Trustee Horvath made a motion to approve using NorthStar Planning to help with the Litchfield zoning book for a total of \$8500 and \$500/additional meeting; second by Reynolds. Voting yes: Reynolds, Pope, Horvath. Motion carried. Trustee Horvath stated that he will contact NorthStar Planning. Trustee Horvath stated that he spoke with Asst. Prosecutor Karris regarding the house on the corner of Vandemark and Spieth Roads. Trustee Pope stated that he spoke with a neighbor this summer regarding this house and that there is a hole in the roof of the house. Trustee Horvath stated that maybe the fire inspectors could go into the house to assess its condition. Chief Davis stated that this is not in the fire inspectors' line of expertise so maybe the MC Building Department should be contacted. ZI Noderer stated that the MC Building Department gets involved if the building is structural unsound. Trustee Horvath stated that he will check with different county agencies. Trustee Horvath stated that ZI Noderer and Chief Davis need to submit letters of intent for next year.

**Trustees:** Trustee Horvath asked the board if they want to keep the rule that township employees must resign if they are running for a township position. Trustee Pope stated that this rule is part of the township employee handbook. Trustee Horvath stated that the board should think about this rule for discussion at the next meeting. Mitch Hook, Chairman of the BZA, stated that if someone resigned from the zoning board or BZA, they needed to submit a letter of intent to come back to the board. Mitch wondered if this has changed. Trustee Horvath stated that this is a good question. It was noted that this was the procedure in the past when Mike Setzer ran for trustee. Trustee Horvath stated that he did not recall this. Trustee Pope stated that the OTA Conference in Columbus is in Feb. Trustee Pope made a motion to approve attendance to the OTA Conference for the trustees, fiscal officer, fire chief and zoning inspector with the township paying for registration, travel, meals, and hotel expenses; second by Reynolds. Voting yes: Reynolds, Pope, Horvath. Motion carried. (Due to a medical issue, Trustee Horvath needed to leave at this point.)

**Roads:** Trustee Pope read the road report from 10/28 – 11/22: working on cleaning and painting the white plow truck – the frame, under the dump bed, wheel/rims and steps; put new hoses and pump on the salt slinger on the white plow truck; cleared limbs off of

roads and cut trees on Yost and Stone Roads after the wind storm; cleaned up leaves in the circle park, main cemetery and Crow Cemetery; placed driveway markers at the cemetery; working on and replacing some parts on the plow for the red International truck; received the sign posts and hardware from the sign grant; Carl Kish inspected all the township fire extinguishers; salted and plowed all the roads, township parking lots and cemeteries drives.

**Safety:** Trustee Pope attended the MC Safety Council meeting on Nov 19<sup>th</sup> which featured Judge Chris Collier discussing his drug court.

**Police:** For the month of October: days worked: 20; hours worked: 92; miles driven: 1076; calls/complaints investigated: 4; police/fire personnel assisted: 1/0; citizens assisted: 54; suspicious people/vehicles checked: 0/0; business checks: 134; traffic stops: 1; traffic citations issued: 0; warning issued: 1; arrests: 0. Traffic warning: speed: 1. Fines received for September were \$50. Trustee Reynolds stated that he will find out soon if the deputies want to keep the patrol car in the annex bays.

**Town Hall:** Trustee Reynolds read the November report: town hall used 2x for meetings and 9x for groups; 3 town hall rentals - 3 for \$300; 1 table/chair rental for \$10; set up and break down for meetings; cleaning after events; cleaned, removed and stored A/C unit from the annex; cleaned annex windows; went to Reinhardt and Home Depot for supplies; turned clocks back; installed new batteries in clocks, carbon monoxide detectors and thermostats; installed ballast in women's room light fixture; placed extra mat in annex for the winter; turned the generator on for the monthly check; restocked supply shelves; placed pipe insulation on outside water line; painted town hall patched wall areas; total hours: 25.5. Trustee Reynolds stated that the large door on the annex building has hinges ready to break and the bottom 3 panels are bad. Trustee Reynolds obtained a quote from Magic Door for the repairs. Trustee Reynolds made a motion for Magic Door to replace the bottom 3 panels, the hinges and the rollers on the door at the annex building for \$3317.00; second by Pope. Voting yes: Pope and Reynolds. Motion carried. Trustee Reynolds stated that he would contact Magic Door.

**Historical Building/Museum:** There was no report.

**Cemetery and Park:** Trustee Pope read the report for Nov.: 3 funerals, 2 lot sales, and 2 inquiries; fall clean-up of the cemeteries; removed flags from the grave sites. The Christmas lights have been put up in the circle park by Dave Hydac with Deck Rescue; additional lights have been added this year.

**Fiscal Officer:** Fiscal Officer Shaw stated that the trustees received their monthly reports and signed the bank reconciliation statement. Fiscal Officer Shaw reminded the fire department and the road crew to be working on their annual inventories. A date was needed for the annual Organization/Appropriation Meeting. Trustee Pope made a motion to hold the Organization/Appropriation Meeting on Jan. 2, 2020 at 6:00; second by Reynolds. Voting yes: Reynolds and Pope. Motion carried.

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

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

**Public Comment:** There were no public comments.

Trustee Pope made a motion to adopt Resolution 22-19 to amend appropriations; second by Reynolds. Voting yes: Reynolds and Pope. Motion carried.

Trustee Pope made a motion to approve Purchase Order 50-19 and Blanket Certificates 72-19 to 75-19 and authorize payment of vouchers 26998-27083, excluding 27071-27079; second by Reynolds. Voting yes: Reynolds and Pope. Motion carried.

Trustee Reynolds made a motion to adjourn; second by Pope. Voting yes: Reynolds and Pope. Motion carried. Meeting adjourned at 7:40 p.m.