

**LITCHFIELD BOARD OF TRUSTEES
SPECIAL MEETING
JAN. 3, 2019**

The Litchfield Township Board of Trustees met in Special Session on Thursday, Jan. 3, 2019, 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 Reynolds present. There was an audience of 7. All stood to recite the Pledge of Allegiance.

Fiscal Officer Shaw stated that the first order of business was to appoint a chairman.

CHAIRMAN: Trustee Horvath made a motion to nominate Michael Pope as chairman for 2019; second by Reynolds. Voting yes: Reynolds, Pope, Horvath. Motion carried.

Trustee Horvath made a motion to nominate Charles Reynolds as vice-chairman for 2019; second by Pope. Voting yes: Reynolds, Pope, Horvath. Motion carried.

DESIGNATION OF SUBJECT AREA MANAGEMENT: The trustees looked over the list of management areas and stated that they would like to keep the same areas as 2018. Trustee Pope made a motion to approve the designation of subject areas to be – Reynolds: town hall and police; Horvath: fire and rescue, liaison between hospital and township and zoning; Pope: 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 oversight and discipline; second by Horvath. Voting yes: Reynolds, Pope, Horvath. Motion carried.

BUSINESS MEETINGS AND SCHEDULE OF PUBLIC MEETINGS: Fiscal Officer Shaw stated that the resolution was the scheduling and posting policy for regular, special and emergency meetings. Trustee Pope made a motion to adopt Resolution 01-19 Schedule of Public Meetings; second by Horvath. Voting yes: Reynolds, Pope, Horvath. Motion carried.

PERSONNEL APPOINTMENTS AND SALARIES:

ROAD SUPERINTENDENT: Trustee Pope stated that he would like to be road superintendent and to continue the policy to spend up to \$3000 on roads without board approval. Trustee Horvath made a motion to adopt Resolution 02-19 designating Trustee Pope as road superintendent; second by Reynolds. Voting yes: Reynolds, Pope, Horvath. Motion carried.

SEXTON: Trustee Pope stated that he thinks the trustees should increase the sexton's pay by \$10/month since Sue does a good job and is available at all times. Trustee Horvath made a motion to raise the sexton pay rate from \$150/month to \$160/month, \$40/lot sold and minimum wage for hourly work; second by Pope. Voting yes: Reynolds, Pope, Horvath. Motion carried.

TOWN HALL MANAGER: Trustee Reynolds stated that Patti does a fantastic job as town hall manager. Trustee Pope agreed and stated that she does the job with a minimum number of hours per month. Trustee Horvath agreed. Trustee Reynolds made a motion to

approve a raise for Patti DiStaulo from \$13/hr to \$14/hour; second by Pope. Voting yes: Reynolds, Pope, Horvath. Motion carried.

PERSONNEL POLICY: The trustees discussed the wording on the personnel policy and decided to remove the minimum hourly wage rate. Trustee Pope made a motion for the personnel policy: hire part-time general labor averaging thirty-two hours per week or less, holidays – New Year's Day, Easter, Memorial Day, 4th 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 Horvath. Voting yes: Reynolds, Pope, Horvath. Motion carried.

Trustee Pope stated that he would like to discuss a pay raise for Dan Dangelo. Trustee Pope stated that Dan does a great job, does maintenance and repairs on the trucks, has passed the written part of the CDL test and after his physical will take the driving part of the test. Trustee Pope stated that he would like to raise Dan's pay by \$2. Trustee Pope made a motion to give Dan Dangelo a \$2/hour raise from \$12/hour to \$14/hr.; second by Horvath. Voting yes: Pope and Horvath. Abstaining: Reynolds. Motion carried.

ZONING: Trustee Horvath made a motion to keep the zoning inspector pay at \$800/month; second by Reynolds. Voting yes: Reynolds, Pope, Horvath. Motion carried. Eric Noderer sent a letter of intent to remain as zoning inspector. Trustee Horvath made a motion to accept Eric Noderer as zoning inspector for 2019; second by Reynolds. Voting yes: Reynolds, Pope, Horvath. Motion carried.

Trustee Horvath made a motion to accept Christine Fozio as zoning secretary at the pay rate of \$400/month + \$200/additional monthly meeting whether zoning board or BZA and \$50/BZA organization meeting; second by Pope. Voting yes: Reynolds, Pope, Horvath. Motion carried.

Trustee Horvath stated that he would like to keep the pay compensation for zoning board/BZA members and zoning/BZA chairperson the same. There was a question on whether a zoning board member would be compensated for attending a BZA meeting and the same with BZA members attending zoning commission meetings. Trustee Horvath did not think they should be compensated and Trustee Reynolds agreed. Zoning Board member Melissa Clifford stated that there are not many trainings available locally but thinks that board members would learn from attending other zoning board meetings. Trustee Pope stated that if board members attend real trainings like at the MC Planning Commission, etc. they should receive compensation and if they attend board meetings they could be paid \$10. BZA alternate Anne Seitz stated that she's attended trainings and have found them very informative. Trustee Pope stated that they are good learning experiences. Trustee Pope made a motion to retain compensation of zoning board and BZA members and the alternates to the boards at \$30/meeting/workshop/work session and \$35/meeting/work shop/work session for the board chairs, \$20/training class attended and \$10 for attending the meeting of the other Litchfield zoning board (zoning commission to BZA or BZA to zoning board) or zoning/BZA meetings of other townships to be paid annually in Dec.; second by Horvath. Voting yes: Reynolds, Pope,

Horvath. Motion carried.

Trustee Pope made a motion to require new members to the zoning board and the BZA to attend 8 hours of continuing ed and current members to attend 4 hours of continuing ed per year; second by Horvath. Voting yes: Reynolds, Pope, Horvath. Motion carried.

ZONING COMMISSION AND APPEALS BOARD MEMBER APPOINTMENTS

Trustee Horvath made a motion to appoint Mitch Hook for a 5 year term to the BZA; second by Pope. Voting yes: Reynolds, Pope, Horvath. Motion carried. Trustee Horvath stated that the township website has a notice asking for letters of interest for a position on the zoning board and the BZA. Trustee Horvath stated that he has been contacted by 2 people who are interested; he will speak with them and then set up interviews with them and the trustees. Trustee Pope made a motion to appoint Anne Seitz as an alternate to the BZA; second by Horvath. Voting yes: Reynolds, Pope, Horvath. Motion carried.

FIRE AND RESCUE DEPARTMENT PERSONNEL AND COMPENSATION

Chief Davis stated that all sections of this category can remain the same as last year. However, he would like the trustees to add another section. Chief Davis stated that our mutual aid calls are mostly during the day; there were 31 night calls (9 p.m. - 5 a.m.) and 103 daytime calls (5 a.m. - 9 p.m.). Chief Davis suggested an additional stipend given at the end of the year based on the total number of calls - \$100 for every 20 calls to which a department member responds. Trustee Pope stated that he thought this is a good idea. Trustee Reynolds stated that he had mixed thoughts since it was a volunteer department when he was on it with no pay. Trustee Pope stated that those days are gone, many organizations have a difficult time finding volunteers. Chief Davis stated that the number of EMS calls have been going up. Trustee Horvath stated that to the list of Fire and Rescue Department add a stipend will be given to department members based on the total number of EMS runs at a rate of \$100/20 runs to be paid at the time of the department's annual pay. Trustee Horvath made a motion to accept the following for fire and rescue department personnel and compensation: Fire Chief – Jason Davis at \$1300/month; EMS Captain – Pam Kean at \$225/month; Fire Captain – Dave Yorke at \$325/month; Lieutenant – Art Butcher and Andrew Comuzie at \$125/month; Lieutenant - Deb Yorke at \$200/month; 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: Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas Eve, Christmas Day (from 5 a.m. - 5 a.m.) and New Year's Eve to New Year's Day (5 p.m. - 5 p.m.); on-call pay: \$50/week/squad member with the squad on call from 9 p.m. until 5 a.m.; annual reimbursement at \$25/meeting or class for all types of approved 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 training 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; a stipend given to department members based on the total number of EMS runs at a rate of \$100/20 runs to be paid at the time of the department's annual pay; second by Pope. Voting yes: Reynolds, Pope, Horvath. Motion carried. Trustee Pope thanked all the fire department

members. Trustee Horvath stated that our department is the best.

ZONING FEES: ZI Noderer stated that he did not think the trustees need to make any changes to the current zoning fee schedule except for the fee for a zoning certificate issued after work started changing it from double to triple. After some discussion, the trustees decided to keep it a double fee.

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 (200 to 800sf) \$50
3. House Addition, Residential Accessory Buildings & Additions (exceeding 800sf) \$100
4. Residential Deck, Porch, Patio & Other Misc. Structures (up to 200sf) No Fee
5. Residential Deck, Porch, Patio & Other Misc. Structures (exceeding 200sf) \$50
6. Residential Above Ground Pool \$25
7. Residential In-Ground Pool including fence \$50
8. Fence \$20
9. Pond/Lake \$50
10. Site Plan Review Application (zoning certificate not included) \$400
11. Principal Commercial, Industrial, or Conditional Use Building \$300
12. Addition to Principal Use Bldg (Commercial, Industrial, Conditional) up to 200sf \$75
13. Addition to Principal Bldg (Commercial, Industrial, Conditional) exceeding 200sf \$300
14. Business Use Occupancy; Commercial/Industrial Land Area Business Use \$50
15. Commercial Sign - Permanent \$50
16. Temporary Commercial Sign (each 90 day period) \$15
17. Temporary Trailer Usage - 1st 6 months \$120; each additional 3 month period up to 1 year \$60
18. Map/Text Amendment, Use/Area Variance, or Conditional Use Permit Applications \$400
19. Administrative Appeal to the Board of Zoning Appeals \$400
20. Home-Based Business Type 1 No Fee
21. Home-Based Business Type 2 Conditional Use Review Permit \$400
22. Wind Energy Turbine Commercial Use (Free Standing Tower or Roof/Building Mount) \$100
23. Wind Energy Turbine Residential Use (Free Standing Tower or Roof Mount/Bldg Mount) \$50
24. Solar Photovoltaic System Commercial Use (Free Standing Ground or Roof Mount) \$100
25. Solar Photovoltaic System Residential Use (Free Standing Ground or Roof Mount) \$50
26. Zoning Resolution or Comprehensive Plan Book \$10
27. Zoning Certificate Issued After Work Started Will Be Charged a Double Fee

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

TOWN HALL RENTAL: Trustee Reynolds stated that the rental rates should remain the same as 2018. Trustee Reynolds made a motion for the fee schedule: 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, annex - \$30/meeting room (w/ \$100 deposit); 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); township employees rent the town hall and table and chairs at no charge; second by Pope. Voting yes: Reynolds, Pope, Horvath. Motion carried.

CEMETERY FEES: Trustee Pope stated that the cemetery fees and policy should remain the same as 2019. Trustee Pope made a motion for the fee schedule to be: \$300 per single lot for residents or taxpayers; \$800 per single lot for nonresidents non-taxpayers; limit of one four-grave lot per person; foundation fees of \$200 if it doesn't exceed 24x12", \$350 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 and ashes in a vault Mon – Fri., \$375 on Sat. and \$500 on Sun., 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: Reynolds, Pope, Horvath. Motion carried.

COPIES: 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: Reynolds, Pope, Horvath, Motion carried.

MILEAGE REIMBURSEMENT: Trustee Pope made a motion to keep the policy of reimbursing mileage at the current IRS rate; second by Horvath. Voting yes: Reynolds, Pope, Horvath. Motion carried.

2019 APPROPRIATIONS: Fiscal Officer Shaw stated that these are temporary appropriations and per the advice of the auditors are set up differently than previous years to reduce the number of resolutions to amend appropriations. Trustee Horvath made a motion to adopt Resolution 3-19 Township Temporary Appropriations; second by Pope. Voting yes: Reynolds, Pope, Horvath. Motion carried.

TOWNSHIP POLICIES: The trustees received the township policies resolution prior to the meeting. Trustee Horvath made a motion to adopt Resolution 4-19 Township Policies; second by Pope. Voting yes: Reynolds, Pope, Horvath. Motion carried.

Trustee Pope made a motion to adopt Resolution 5-19 Request for Tax Advances; second by Reynolds. Voting yes: Reynolds, Pope, Horvath. Motion carried.

Fiscal Officer Shaw stated that the auditors recommended expanding the township Public Record Request Policy so she used the model on the Ohio Attorney General website. ZI Noderer asked a question regarding the handling of record requests so Fiscal Officer Shaw read that section of the policy. Trustee Pope made a motion to adopt Resolution 6-19 Public Record Request Policy; second by Reynolds. Voting yes: Reynolds, Pope, Horvath. Motion carried.

PUBLIC COMMENT: There were no public comments.

ADJOURN: Trustee Reynolds made a motion to adjourn; second by Pope. Voting yes: Reynolds, Pope, Horvath. Motion carried. Meeting adjourned at 7:20 p.m.

RECORDS COMMISSION ANNUAL MEETING

Jan. 3, 2019

Chairman Pope and Fiscal Officer Shaw met at 7:22 p.m. Fiscal Officer Shaw stated that all records are scheduled and there are no changes at this time. If there are any changes in the future, they will need to meet again. The meeting was adjourned at 7:30 p.m.