

LITCHFIELD BOARD OF TRUSTEES
REGULAR MEETING
March 23, 2020

The Litchfield Township Board of Trustees met in regular session on Monday, March 23, 2020, at the Litchfield Town Hall after the requirements of the Sunshine Law were met by notification and posting. Chairman Reynolds called the meeting to order at 6:00 p.m. with Trustees Horvath and Pope present. There was an audience of 2. All stood to recite the Pledge of Allegiance. Fiscal Officer Shaw stated that the low turnout was a result of the COVID -19 precautions - “social distancing” of 6' apart and a stay-at-home policy. Trustee Horvath made a motion to approve the minutes from the February 24th regular meeting and the March 16th special meeting as written; second by Pope. Voting yes: Reynolds, Pope, Horvath. Motion carried.

Fire and Rescue: Chief Davis' report: from 2/21 – 3/21 there were 10 medical emergency calls and 6 fire calls. We received mutual aid once from Chatham and Erhart for a structure fire. We gave mutual aid once to Valley City for a structure fire. President Dlouhy held the monthly Fire Association meeting on Feb. 27th. Capt. Yorko and Lt. Yorko held fire training on March 5th. Chief Davis attended the monthly Fire Chiefs' meeting at Westfield on March 11th. Capt. Kean and FF Simon held EMS training on March 12th on 12-lead placement and protocol. Chief Davis then discussed the COVID -19 outbreak and the county procedure at this time. Chief Davis stated that the department discussed the scheduled pancake breakfast but due to new state ruling prohibiting large gatherings, the pancake breakfast has been postponed. Chief Davis stated that the department is still waiting to hear from the Red Cross regarding the scheduled blood drive. The trustees stated that the fire station could still be used for the blood drive if the Red Cross wants to hold it. Chief Davis held the officers' meeting on March 16th to discuss plans for dealing with the COVID – 19 and PPE requirements. Chief Davis stated that presently the department is well-stocked with PPE. Chief Davis stated that all trainings from March 19th until after April 6th have been canceled due to the virus. Chief Davis stated that Lt. Butcher and Lt. Comuzie have begun mentoring the new members to the department. Chief Davis asked if the trustees were interested in passing a resolution in accordance with the Fire Loss Section 3929.86 ORC that he mentioned at February's meeting. This resolution would require a property owner's insurance company to hold back money in case the property owner didn't tear down an uninhabitable structure after a loss. Trustee Horvath stated that he contacted the prosecutor's office after the last meeting and Asst. Prosecutor Karris prepared a resolution for the trustees to consider. The trustees and fire chief had received a copy of this resolution before the meeting. Trustee Horvath made a motion to adopt Resolution 10-20 Authorizing the Board of Trustees to Utilize the Procedure Set Forth in ORC 3929.86 to Receive Proceeds from Policies of Fire Insurance to Pay for the Clean Up of Fire Damaged Structures Which Become a Nuisance; second by Pope. Voting yes: Reynolds, Pope, Horvath. Motion carried. Chief Davis stated that this resolution will

need to be registered with the state; he will obtain the information. Chief Davis stated that he has received resignation letters from Clint Davis, Kathy Szpak and Andy Szpak. Trustee Horvath made a motion to accept the letters of resignations from Clint Davis, Kathy Szpak and Andy Szpak effective immediately; second by Reynolds. Voting yes: Reynolds, Pope, Horvath. Motion carried. Chief Davis stated that the pump on 41-2 is being repaired on Tuesday but there should be minimal down time since the repairs will be made at the station. Chief Davis stated that the gear washer needed to be repaired but the parts and labor were covered under warranty. The electric reel above 41-1 needed replacement since it did not disconnect fully on a call. Chief Davis stated that a new 50' purple 1.75 hose which was damaged on a structure fire was ordered. A primer pump was purchased for 46-3 which will make it easier to draft from a static water source. Chief Davis stated that the UHF system that most of the fire departments are working on went down again so the sheriff has asked fire chiefs to get on the new system as soon as possible. The sheriff is afraid that they will not be able to keep the old system running much longer. Chief Davis discussed the situation with the officers and they decided to wait on the new squad so that available funds can be used along with the \$48,000 received from the State Fire Marshal Grant to purchase the needed radios. Chief Davis stated that the cost to replace all of the radios will be around \$200,000-230,000. Chief Davis stated that the department would obtain quotes for radios and bring the quotes to the next meeting if the trustees want them to proceed with this. Chief Davis stated that the grant money should be enough to purchase 13 radios. Trustee Horvath stated that the trustees couldn't make a decision at this meeting but Chief Davis and the officers should bring quotes for different radios to the next meeting. Trustee Pope agreed that the department should check out different radios. Chief Davis stated that the department is looking at purchasing a 9' 30-drawer tool chest for \$3799. Trustee Horvath was concerned that there will be funds available for this along with the radios and the truck that was ordered last month. Chief Davis stated that the \$48,000 from the state grant will be used towards the cost of the radios, the truck will not be ready until next year and the funds are available for this purchase. Trustee Reynolds stated that the tool chest would be nice to have to keep tools organized as long as funds are available and the purchase does not put the department in a financial bind. Trustee Pope stated that Chief Davis and the officers are usually good about considering the available funds before looking at purchases. Trustee Horvath made a motion to approve the purchase of a tool chest from Dragonfire Tools for up to \$4000; second by Pope. Voting yes: Reynolds, Pope, Horvath. Motion carried. Chief Davis stated that he had a list of items that are no longer of use for the department. Trustee Horvath made a motion to declare these items as junk to be disposed: SCBA cases, damaged 50' of fire hose, a bad air compressor motor, flash light parts and damaged flash lights and the shed (on site) and its contents; second by Pope. Voting yes: Reynolds, Pope, Horvath. Motion carried. Trustee Reynolds stated that he noticed that there are 5 or 6 fixtures hanging down in the fire station meeting room. Chief Davis stated that he has looked into replacing them but they are expensive. Trustee Pope stated that Chief Davis should look into LED ones.

Roads: Trustee Pope read the road report from 2/22 – 3/20: plowed and/or salted the roads as needed; performed equipment maintenance on trucks and backhoe; washed and cleaned trucks and backhoe as needed; replaced the battery box cover on the red plow truck; straightened a bent road culvert on Yost Rd; cleaned debris which was blocking some road culverts; began picking up trash in the road ditches; picked up sticks in the cemetery and park; filled in the sink hole in the Shank Rd. culvert; ordered and received 100 tons of salt; completing the work on the mowers. Trustee Pope stated that it is time to sign the ODOT contract for road salt for next year. This was a mild winter and so far we have received 300 tons (with 50 tons on order) so far of the 700 tons ordered last year. Trustee Pope stated that we need to order at least 250 tons more. Trustee Horvath stated that the trustees might want to consider enlarging the salt barn. Trustee Pope stated that the salt contract is due by April 24th and the township will begin the winter season with a full salt bin. The trustees discussed how much salt should be ordered for the 2020-2021 season. Trustee Pope made a motion to adopt Resolution 9-20 to purchase 500 ton of road salt and to authorize Trustee Pope to sign all necessary paperwork; second by Horvath. Voting yes: Reynolds, Pope, Horvath. Motion carried. Trustee Pope stated that he was considering postponing the township clean-up days until later in the summer or in the fall. Trustee Horvath stated that that would be a good idea. Trustee Pope stated that he spoke with Junkbox who said they would be available later in the year. Trustee Reynolds stated that it would be a good idea to postpone and he will speak with the Sheriff's Department about the postponement. Trustee Pope stated that the road bids have not been received yet.

Safety: Trustee Pope stated that the MC Safety Council meetings have been canceled until further notice.

Police: For the month of February: days worked: 19; hours worked: 100; miles driven: 1096; calls/complaints investigated: 8; police/fire personnel assisted: 3/2; citizens assisted: 31; suspicious people/vehicles checked: 0/0; business checks: 157; traffic stops: 3; traffic citations issued: 0; warning issued: 3; arrests: 0. Traffic warning: speed: 3. Fiscal Officer Shaw stated that Jan. fines were \$50. Trustee Reynolds stated that Deputy Snider reported having trouble with the computer in the cruiser; it was repaired under warranty. Trustee Pope stated that the ice cream socials have been scheduled. The first one is on May 29th but this may need to be changed due to COVID-19.

Town Hall: Trustee Reynolds read the March report: town hall used 4x for meetings and 10x for groups; 3 town hall rentals at \$100 each and 1 at no charge; set up and cleaning for/after meetings and events; replaced batteries in the clocks and CO detectors; turned clocks ahead; washed the annex entrance doors; shoveled and salted walkways; went to Home Depot for supplies; repaired the closet door; replaced the broken window blind; met with contractors for quotes on refinishing the town hall floor – only 2 quotes received; did the monthly generator check; total hours 28.25. Patti stated that all groups and 1 rental have canceled until further notice due to the virus. Trustee Pope stated that there is a rental scheduled for the end of the month but feels that the trustees need to decide whether to close the township buildings. The trustees felt it was a good idea to

close all the buildings. Trustee Horvath made a motion to immediately cancel/suspend all public use of township buildings until further notice except for a blood drive at the fire station or for emergency services; second by Pope. Voting yes: Reynolds, Pope, Horvath. Motion carried. Trustee Pope felt that zoning commission and BZA meetings should be suspend. Trustee Horvath agreed with this. Trustee Horvath made a motion to immediately suspend zoning commission and BZA meetings until further notice; second by Pope. Voting yes: Reynolds, Pope, Horvath. Motion carried. Chief Davis asked if Patti could come and clean at the station for the time being. The trustees stated that this would be okay with them if Patti wanted to do it. Trustee Reynolds stated that he would check with Patti. Trustee Reynolds stated that Patti obtained 2 quotes for refinishing the town hall floor – one from Highland Floor Refinishing for \$4100 and one from TH Custom Hardwood, LLC for \$5023.50. Trustee Reynolds made a motion to hire Highland Floor Refinishing for the town hall floors for \$4100; second by Pope. Voting yes: Reynolds, Pope, Horvath. Motion carried. Trustee Reynolds stated that AJ Construction – the company who repaired the museum roof – submitted a quote for repairing the handrail outside of the town hall. The trustees stated that Trustee Reynolds could approve the work. Trustee Pope asked if the gentleman was a general contractor. Trustee Reynolds stated that he was. Trustee Pope stated that Trustee Reynolds could hire a person to do small jobs around the township without the board approval. Trustee Horvath stated that the board should consider purchasing a generator for the town hall since it is designated a Red Cross emergency shelter. Trustee Pope stated that there is a small generator at the annex building but Trustee Horvath stated that the town hall was the designated emergency shelter. Trustee Reynolds stated that a generator for the town hall would be a good idea.

Historical Building/Museum: There was no report.

Cemetery and Park: Trustee Pope read the report for March: 2 funerals, 0 lot sales, 2 inquires and 3 inquiries for foundation information.

Zoning: ZI Noderer was not present due to COVID- 19 precautions but sent in the report for Feb.: site visits: 2; meetings attended: 2; miles driven: 248; zoning certificates issued: photo-voltaic roof mounted (75 panels): 1; privacy fence: 1; accessory building: 2. Lot split: 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, awaiting prosecutor disposition. Trustee Reynolds stated that a Beat Rd. resident sent an email asking for the township's help with a large amount of tires on her property left by the previous owner. The trustees agreed that there was not anything the township could do about this since it was on private property. Trustee Pope stated that ZI Noderer does not want to meet during the virus outbreak to issue zoning certificates in the zoning office due to the small space. Trustee Pope wondered if the township should suspend issuing permits or allow permits to be issued without ZI Noderer inspecting the property. Trustee Horvath stated that the best thing is to suspend

issuing permits for the time being until ZI Noderer can do it although he would be willing to meet with the people and issue the permits. Trustee Reynolds thought it would be a good idea to suspend issuing permits temporarily. Trustee Pope stated that he would hate to have someone not be able to begin building because they could not obtain a zoning permit. Trustee Horvath stated that he would discuss this with ZI Noderer to figure it out.

Trustees: The trustees had no report.

Fiscal Officer: Fiscal Officer Shaw stated that the trustees received their monthly reports and signed the bank reconciliation statement. Fiscal Officer Shaw stated that the biannual audit has begun. Trustee Pope made a motion to sign the letter of acceptance with the auditors; second by Reynolds. Voting yes: Reynolds, Pope, Horvath. Motion carried. Fiscal Officer Shaw stated that a new date will need to be chosen for the May meeting due to Memorial Day. The trustees will decide this at the April meeting. Fiscal Officer Shaw stated that she received her bond for her new term beginning on April 1st; she was sworn in at the MCTA December meeting by MC Prosecutor Thompson.

Old Business: Trustee Horvath stated that he contacted Mr. Polidori about a sound system for the town hall and is hoping to bring a quote to the next meeting. Trustee Horvath stated that Asst. Prosecutor Karris stated that as a township the trustees can not adopt the resolution from Ohio Stands United.

New Business: There was no new business.

Public Comment: There were no public comments.

Trustee Reynolds made a motion to approve Purchase Orders 12-20 and 13-20 and Blanket Certificates 40-20 to 42-20 and authorize payment of vouchers 27317-27378 and 27386-27389; second by Pope. Voting yes: Reynolds, Pope, Horvath. Motion carried.

Trustee Reynolds made a motion to adjourn; second by Horvath. Voting yes: Reynolds, Pope, Horvath. Motion carried. Meeting adjourned at 8:15 p.m.