

LITCHFIELD BOARD OF TRUSTEES
REGULAR MEETING
May 26, 2020

The Litchfield Township Board of Trustees met in regular session on Tuesday, May 26, 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 3. All stood to recite the Pledge of Allegiance. Trustee Pope made a motion to approve the minutes from the April 27th regular meeting as written; second by Horvath. Voting yes: Reynolds, Pope, Horvath. Motion carried.

Fire and Rescue: Chief Davis' report: from 4/24 – 5/25 there were 8 medical emergency calls and 8 fire calls. We received no mutual aid during this time. We gave mutual aid once to Erhart for a MVA. Chief Davis stated that calls are down compared to this time last year. Chief Davis met with the officers on May 7th to discuss starting up trainings and other items. Chief Davis attended the monthly Fire Chiefs' meeting via Zoom on May 13th. Chief Davis stated that he attended a communication meeting at Montville Township on May 20th which was attended by several other fire and police chiefs to discuss the inter-operateability with the MARCS and Harris radio systems. Trustee Horvath asked how our current emergency sirens will respond to the MARCS radios. Chief Davis stated that most of the sirens can be up-graded to digital so they can be set off with the new system but a few of our sirens will need to be replaced. Chief Davis stated that he conducted training on May 21st which was a power point on vehicle fire and hazardous spills. Chief Davis stated that the Kenwood radios that the trustees approved at the April meeting have been ordered and should be delivered by the end of June. Chief Davis stated that he was pleased with the price of the radios. Chief Davis stated that the Dr. Myers is moving to another position at the Cleveland Clinic so the department has been assigned a new medical director who will be at the station on June 8th to meet the officers. Chief Davis asked the board to approve \$4000 for rope rescue equipment since the department has very limited equipment in regards to rope and they continue to find times that the equipment could have been used on calls. Chief Davis stated that the money would be used to purchase: helmets, safety harnesses, ropes, carabiners, descenders, ascenders, pulleys for mechanical advantage and a few other miscellaneous items. Trustee Reynolds asked if this equipment would be used for actual rope rescues. Chief Davis stated that the MC All-Hazard Rope Team would still be called in but our department could start setting things up. Chief Davis stated that the ropes could have been used when they responded to a fallen hunter last winter. Trustee Horvath made a motion to approve up to \$4000 for rope rescue equipment; second by Pope. Voting yes: Reynolds, Pope, Horvath. Motion carried. Chief Davis stated that Greg Gillian has submitted his resignation letter stating he needs more time helping his parents now. Greg had been a member of the department for 14 years. Chief Davis stated that there may be a few more resignations which may be due to COVID-19 but he thinks

may also be a result of the break from the monthly trainings. Trustee Horvath made a motion to accept Greg Gillian's resignation letter effective April 30, 2020; second by Pope. Voting yes: Reynolds, Pope, Horvath. Motion carried. Chief Davis stated that Dave Yorke sent a letter from the MCCC Fire/EMS program thanking the township for items donated to the MCCC fire program. Chief Davis stated that Jeff Campbell has signed up for the FFI class through the MCCC. Chief Davis asked the trustees' thoughts on starting the meeting at 7:00. The trustees stated that they would think about it. Chief Davis asked about the fence/gate being installed at the fire station. Trustee Horvath stated that the board had approved it; the work just needs to be done. Trustee Pope stated that he would look into hiring a company to install the fence.

Roads: Trustee Pope read the road report from 4/27 – 5/22: received and stacked last delivery of road salt; mowing and trimming all township properties when possible (very wet); aerated circle park, museum, fire station and main cemetery; removed snow equipment from all trucks; serviced all mowers; cut back vegetation at the intersection of Spieth and Vandemark Rds.; repaired down spouts on salt barn and garage; put up road flags; prepped the inside of the beds on both trucks, made some repairs and painted; patched some pot holes on Yost Rd.; checked roads after wind storm picking up some branches; picked up sticks in the cemetery and park; replaced the flags at the cemeteries and the circle park; lowered and raised the flags for Memorial Day. Trustee Pope stated that the crew will begin putting up the road signs.

Safety: The MC Safety Council meetings have been cancelled until further notice.

Police: For the month of April: days worked:19; hours worked: 100; miles driven: 1152; calls/complaints investigated: 12; police/fire personnel assisted: 6/1; citizens assisted: 32; suspicious people/vehicles checked: 1/2; business checks: 154; traffic stops: 1; traffic citations issued: 0; warning issued: yield: 1; arrests: 0.

Town Hall: Trustee Reynolds read the May report: town hall used once for a meeting; contacted all groups to cancel their ice cream social; hung blinds and foyer items; broke down after the trustees meeting; wiped down all doorknobs, tables and chairs; met Sandy Turner to pick up all 4-H Litchfield Friendly Workers items; ordered and picked up floor material; moved items from the town hall and the annex, prepped floors, stripped floors, did 2 coats of sealer and 5 coats (the max) of finish; returned equipment to Home Depot; placed furniture back in the town hall and the annex; tested generator; changed out furnace filters; purchased succulent planters for town hall window sills; changed batteries in thermostats and turned them to A/C mode; went to Home Depot for plant materials and built flower towers for the circle park; weeded side of the annex for planting; called Suburban Septic when there was no power to the septic system; cleaned annex and outside town hall windows; installed new baseboards in the town hall foyer; prepped and painted the men's room and foyer's baseboard heaters; total hours: 36.

Trustee Horvath asked if an emergency generator has been purchased for the town hall. Trustee Reynolds stated that he is still checking on purchasing one.

Historical Building/Museum: There was no report.

Cemetery and Park: Trustee Pope read the report for May: 2 funerals, 2 lot sales, 4 inquiries. The trustees signed 2 deeds.

Zoning: ZI Noderer's report for April: site visits: 8; meetings attended: 0; miles driven: 102; zoning certificates issued: roof mounted solar panels:1; accessory building: 2; house: 1; house with an attached garage: 1. Lot split: 0. Zoning violations: 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; to date a storm water permit has not been issued. Complaints: 2835 Avon Lake – trailer loaded with used tires stored on front lawn for over 30 days; courtesy notice letter sent but noncompliance so a notice/zoning violation delivered on 5/6; tires moved as of today; 9083 Norwalk – pickup loaded with used tires stored on front lawn for over 30 days; courtesy notice letter sent; complied; 9045 Norwalk – outdoor storage of damaged unusable broken camper trailer exposed to public view; courtesy notice letter sent; complied; 8950 Spieth – complaint that people are dwelling in a backyard structure; no evidence of habitation observed; 4272 Avon Lake – burying solid waste from a house fire; referred to Steve Brent with the Medina County Health Department. Trustee Horvath asked the board's opinion on opening the town hall for zoning and BZA meetings with social distancing being maintained with the tables and the chairs for the audience members. The trustees discussed the additional cleaning that would need to be done by Patti sanitizing the tables and chairs. Trustee Horvath stated that he would send an email to the zoning board members for their thoughts on resuming meetings. Trustee Horvath stated that he was contacted by a resident who would like to put a food trailer (like ones at the fair) at the business at the corner of Beat Rd. and Rt. 18. Trustee Pope and ZI Noderer stated that this would need to be taken to the zoning board since a zoning code would need to be changed to allow this. Trustee Reynolds asked about the high grass beside the closed store on the circle. ZI Noderer stated that he would send a letter to the owner reminding them to take care of it. Chief Davis stated that the asphalt business removed a buffer. ZI Noderer stated that they planted trees there. Trustee Reynolds asked if the locked gate at that business would be a problem for the fire department. Chief Davis stated that it may delay their response time but they could also park their trucks in the market's parking lot next door.

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.

Old Business: Trustee Horvath stated that he met with the owner of Light Year Music and asked him to draw up a plan for a new sound system for the town hall. Jim from the company was present to discuss various options including wireless clip-on mics and free standing mics. Trustee Reynolds stated that he could meet with the installation guys who will estimate the necessary wiring. Jim stated that he will try to send an estimate for the equipment and labor by the June 22nd meeting. Trustee Horvath asked the board their opinions on opening the town hall for gatherings, Trustee Reynolds stated that the town hall rentals should wait. Trustee Pope stated that cleaning would need to be increased

including additional sanitizing. ZI Noderer asked about township clean-up days. Trustee Horvath stated that if the state is not allowing fairs to take place then he does not think we would be allowed clean-up days. Trustee Reynolds stated that he would probably not be able to have deputies and inmates present. Chief Davis stated that the trustees could make clean-up days “self-unloading” into dumpsters at the garage.

New Business: There was no new business.

Public Comment: There were no public comments.

Trustee Reynolds made a motion to approve Purchase Orders 19-20 to 23-20 and Blanket Certificates 47-20 to 49-20 and authorize payment of vouchers 27462-27528; second by Horvath. Voting yes: Reynolds, Pope, Horvath. Motion carried.

Trustee Pope made a motion to adjourn; second by Horvath. Voting yes: Reynolds, Pope,

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