

LITCHFIELD BOARD OF TRUSTEES
REGULAR MEETING
November 23, 2020

The Litchfield Township Board of Trustees met in regular session on Monday, November 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. Trustee Horvath made a motion to approve the minutes from the October 26th regular meeting and the October 29th special meeting as written; second by Pope. Voting yes: Reynolds, Pope, Horvath. Motion carried.

Fire and Rescue: Chief Davis' report: from 10/23 – 11/21 there were 14 medical emergency calls and 9 fire calls. We gave mutual aid once to Erhart for a structure fire. We received mutual aid from Grafton and Erhart for a brush fire. There was no training on Oct. 29th since it was the fifth Thursday of the month. Lt. Comuzie held fire training on Nov. 5th on scene size-up and radio communications. Mike from Medina Hospital came to the station on Nov. 12th to give a lecture on OB and OB emergencies. On Nov. 19th, Captain Yorke held work night where apparatus and building maintenance was performed, air filters were changed and the new TVs were hung up. Medina Hospital came and gave flu shots to the department members on Nov. 12th. ServePro disinfected the station meeting room before and after Election Day since the material for our sprayer had not arrived yet; the cleaner and the sprayer have since arrived. Chief Davis stated that the UV lights were installed in both of the squads, the TVs have been mounted in the bay and the gear room to view who's responding, the new computers are in but they are not installed yet and the sprayer and some of the cleaner have arrived and have been used as needed. Chief Davis stated that the department made the switch to the MARCS system at the beginning of the month and the department members are very pleased with them; the radios' transmission is crystal clear. The department provided traffic control for trick or treat night. The Fire Association has decided to cancel their Christmas party this year due to COVID-19. Chief Davis stated that the Association also decided to cancel the Santa visit this year for the same reason. Chief Davis stated that Alex Bauknecht passed his Medic test joining Adam Frigy, Mike Simon and Ben Grega as a paramedic on our department; Tim Keck will be a paramedic in December. Chief Davis stated that they would like to dispose of the communication tower at the station. Trustee Horvath made a motion to scrap the communication tower at the end of the fire station; second by Reynolds. Voting yes: Reynolds, Pope, Horvath. Motion carried.

Roads: Trustee Pope read the road report from 10/24 – 11/20: picked up leaves in the circle and both cemeteries; last mowing for the year; continue to install the new road signs received from an ODOT grant; due to a high wind storm on Nov. 15th, 3 trees were down on Richman Rd. Trustee Reynolds assisted in removing the trees from the road. Road crew finished cleaning up the trees the next day and drove the roads to pick up branches from other roads; spreaders installed on dump trucks; garage lot pot holes

filled; cut and removed fallen trees in Yost, Stone, Erhart, Branch and Spieth Roads' ditches; all "road" flags taken down; pick-up truck's tailgate latch repaired; performed maintenance on the backhoe.

Safety: Trustee Pope stated that BWC is not giving credit for attending the safety council meetings via zoom so he will join ones when he is available.

Police: For the month of October: days worked: 22; hours worked: 100; miles driven: 1086; calls/complaints investigated: 12; police/fire personnel assisted: 0/1; citizens assisted: 34; suspicious people/vehicles checked: 1/3; business checks: 136; traffic stops: 4; traffic citations issued: 1 speed; warning issued: 1 headlights required, 1 trailer lights required, 1 fail to yield the right of way from private property; arrests: 0. Fiscal Officer Shaw stated that the sheriff department asked if there would be any changes to the present contract before they prepare next year's contract. The trustees stated that everything should remain the same. Trustee Reynolds stated that the Jetpack from Verizon has arrived and has been given to the deputies to install. Trustee Pope asked how the deputy car has been holding up and Trustee Reynolds stated that it is still okay.

Town Hall: Trustee Reynolds read Patti's November report: town hall used for 2 meetings and 5 times for groups; there was 1 town hall rental at no charge and 1 table/chair rental for \$30; set up for meetings and groups and cleaning of tables and chairs after use; cleaning of restrooms, light switches and door handles after building use; removal of summer planters; met with fire inspector, purchased and replaced emergency batteries, passed inspection; met and opened buildings for ClearVent and stayed at the fire station until they finished; placed all fire extinguishers in the town hall for servicing and then returned them to their building; assembled standing hand sanitizers with help from Trustee Reynolds; installed the wall sanitizers in the town hall and the annex; went to Home Depot for more hand sanitizer and batteries, took some to the fire station; met Sharklin Mechanical for quote for furnace vent work; met Pfaff Electrical for sensor installed in the restrooms; had Pfaff contact Trustee Horvath and Chief Davis for the fire station; conducted the monthly annex generator check; Sharklin Mechanical will begin work on Dec. 14 and complete on the 15th; total hours – 37.75.

Historical Building/Museum: Trustee Horvath met with Melissa Clifford and Jim from AJ Construction to look at the museum's roof leak. Jim will submit a repair quote.

Cemetery and Park: Trustee Pope read the report for 10/24 to 11/20: 2 funerals (Trustee Pope took care of them), 0 lots sold, 0 inquiries; Sexton Marco and Trustee Pope located and marked grave sites; Sexton Marco checked the cemeteries after the wind storm and notified Trustee Pope that the big pine tree in the main cemetery was down. Crow Cemetery had only a few branches down. Trustee Pope contacted a tree service to have the pine tree removed. Trustee Pope stated that fortunately only 1 tablet head was broken and 1 large headstone was chipped when it was knocked over. All the road flags were removed for the winter and debris was picked up from the cemetery. Trustee Pope stated that Dave Hydoc from Deck Rescue began putting up Christmas lights in the park. The lights will be turned on beginning Thanksgiving evening.

Zoning: ZI Noderer's report for October: site visits: 8; meetings attended: 3; miles driven: 77; zoning certificates issued: accessory building: 3; house: 1; addition to accessory building: 1. AG structure: pole barn: 2; horse barn: 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. ZI Noderer stated that he would like to request hazard pay if there are funds available from the CARES ACT since he has been meeting with people for site visits and zoning permits. ZI Noderer asked if more disposable gloves have been purchased from Harbor Freight; Trustee Pope stated that he would pick some up. Trustee Reynolds stated that there have been inquiries about an indoor flea market at the old Litchfield Elementary School. ZI Noderer stated that he has met with the owners; they know that they would need a site plan first. ZI Noderer stated that there is a site plan on Dec. 1st and a BZA meeting on Dec. 10th. Trustee Horvath stated that Andrew Comuzie is stepping down from the zoning board at the end of the year; we will need to advertise for letters of interest for the board.

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 reminded Chief Davis and Trustee Pope that inventories for the fire department and the road garage are due by Jan. Fiscal Officer Shaw stated that a date needs to be chosen for the annual organization/appropriation meeting. After a short discussion, Trustee Horvath made a motion to hold the Organization/Appropriation Meeting on Jan. 4, 2021 at 6:00 p.m. at the town hall; second by Pope. Voting yes: Reynolds, Pope, Horvath. Motion carried.

Old Business: Trustee Pope asked if the gas line contract for the change at the garage has been approved; Trustee Horvath stated that the contract is still at the prosecutors' office. Trustee Pope stated that he contacted the county regarding their tree removal policy as discussed at October's meeting. The county does not have a written policy; if they are contacted, they go look at the tree and if they deem it dangerous if it fell into the road, they will remove the tree. Trustee Pope stated that if the high wind storm didn't knock down the trees on Erhart Rd., they must still be okay. Trustee Reynolds asked about the new pick up truck. Trustee Pope stated that it is due the week of Dec. 7th.

New Business: There was no new business.

Public Comment: ZI Noderer asked if the trustees were still allowing people to hold events at the town hall. The trustees stated that they were allowing the use of the town hall as long as all the state guidelines are being followed.

Trustee Reynolds made a motion to approve Purchase Orders 44-20 to 53-20 and Blanket Certificates 67-20 to 74-20 and authorize payment of vouchers 27923-28005; 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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