

LITCHFIELD BOARD OF TRUSTEES
REGULAR MEETING

Feb. 27, 2017

The Litchfield Township Board of Trustees met in regular session on Monday, Feb. 27, 2017, at the Litchfield Town Hall after the requirements of the Sunshine Law were met by notification and posting. Chairman Wargo called the meeting to order at 6:00 p.m. with Trustees Horvath and Pope present. There was an audience of 14. All stood to recite the Pledge of Allegiance. Trustee Wargo made a motion to approve the minutes from the Jan. 23rd regular meeting and the Feb. 6th special meeting as written; second by Pope. Voting yes: Horvath, Pope, Wargo. Motion carried.

Fire and Rescue: Trustee Pope stated that Fire Chief Mike Weatherbee from Wellington Fire District was present. Chief Weatherbee stated that the fire service relies on mutual aid and since Chief Davis was unable to attend Wellington Fire Department's Recognition Dinner in January he asked to attend tonight's meeting. Chief Weatherbee presented Chief Davis with a Recognition Award for his response and effort on June 6th at a structure fire. There was a round of applause from the audience. Chief Davis accepted the award and stated that there were a number of members from our department who also responded to that call. Chief Davis stated that our department has a very good working relationship with our mutual aid groups. The trustees thanked Chief Weatherbee for attending the meeting. Chief Davis' report: from 1/20 – 2/24 there were 21 medical emergency calls and 3 fire calls. Litchfield gave mutual aid to Chatham twice for MVCs and Erhart once for a squad call. We received mutual aid once from Grafton for a lift assist. President Porter held the monthly Fire Association Meeting on Jan. 26th and Feb. 23rd. Chief Davis and Lt. Perkins held fire training on drafting setup and operation on Feb. 2nd. Chief Davis attended the monthly Chiefs Meeting on Feb. 8th attended by the newly elected County Prosecutor S. Forrest Thompson. Work night was held on Feb. 9th where building and apparatus maintenance was performed. Rick, our liaison from Medina Hospital, came for EMS training on Feb. 16th to go over the new CPAP use and the new style of advance airway. FF Smith will finish the fire inspector class the 1st week of March which will give the department 3 fire inspectors. Chief Davis stated that 47-2 needed a new fuel tank and pump installed; it is back in service. 47-1 is having recall work done – the electronics for the lighting system – at Burgess and should be back by midweek. The generator from 41-1 is being installed on to 46-2 which will give additional power on the scene and will power the trailer for extended calls. The new first response pickup is ready; it will be picked up at the end of the week. Chief Davis stated that he would like to have the 2nd Lucas device on a preventative maintenance plan with Physio-Control which is currently offering a promotion with prices locked in for 4 years. Trustee Horvath stated that it is a good idea to have regular maintenance on our equipment. Trustees Pope and Wargo agreed with this. Trustee Horvath made a motion to approve a 4 year contract with Physio-Control for the 2nd Lucas machine; second by Wargo. Voting yes: Horvath, Pope, Wargo. Motion carried. Chief Davis stated that the department decided that

they would like to switch the dispatching service from E-Dispatch to Who's Responding. Currently we pay \$948 for E-Dispatch; Who's Responding is \$600 for the service and \$400/year for equipment rental. Chief Davis stated that there is no contract to sign. Chief Davis stated that the department is not under contract with E-Dispatch so we can switch at any time and that the department members like the features of Who's Responding. The trustees told Chief Davis to go ahead with the switch. Chief Davis stated that the officers made the decision to choose MSA for the new SCBAs. Due to the high cost, the equipment will need to be placed out for bids. Chief Davis had prepared a bid packet but did not know how many times to place the ad. The trustees stated that Chief Davis should check with Asst. Prosecutor Karris for the number of times that the bid needs to be advertised. Trustee Horvath made a motion to approve the bid package specs as written pending any changes from the prosecutor's office; second by Wargo. Voting yes: Horvath, Pope, Wargo. Motion carried. Chief Davis stated that Tony Erhret and Terry Terlaak have resigned from the department due to personal reasons. Chief Davis stated that Tony had been on the department since 2009 and Terry for 5 years. Trustee Pope made a motion to accept the resignation of Tony Erhret and Terry Terlaak effective immediately; second by Horvath. Voting yes: Horvath, Pope, Wargo. Motion carried. Chief Davis stated that there are 2 new members joining the department – one will be sworn in at the next trustees' meeting and the other one who is still going through the hiring process. Chief Davis stated that the semi-annual pancake breakfast will be on April 2nd from 8-12:30. The Red Cross will be holding a blood drive and donors will receive a free breakfast. A freezer at the station that had been donated by a past member will be discarded since it is not working. Federal Field Services sent the annual contract for the maintenance of the early warning sirens. Trustee Pope made a motion to approve the Federal Field Service Agreement for 2017 for \$2975; second by Horvath. Voting yes: Horvath, Pope, Wargo. Motion carried.

Roads: Trustee Wargo read the road report from (1/21 – 2/24): waxed 3 trucks; unclogged the ditches on Yost and Beat Roads; small trees were removed from Spieth Rd; small trees were cut down on Richman and Erhart Roads; cold patching was done; fire extinguishers were inspected; 100 tons of road salt was stacked in the salt bin; the cutting edge on the plow was replaced; the plow shoes were replaced.

Safety: Trustee Pope attended the MC Safety Council Meeting on Feb. 21st on how to lock out/tag out equipment. Trustee Wargo asked if the road crew should be attending these safety council meetings. Trustee Pope stated that some sessions are geared toward bigger industries. Trustee Wargo asked again if the road crew should be attending these sessions. Trustee Pope stated that Jim attended one that dealt with CDL and equipment. Trustee Wargo stated that Jim also attended a road safety session. Trustee Wargo stated that whoever attends the safety council meetings needs to pass the information on to the employees. Trustee Pope stated that he will share the information if there is something pertinent to our employees. Trustee Horvath stated that if Trustee Pope thinks some information is relevant for our employees then he should pass that information on to the employees.

Police: For the month of Jan: days worked: 21; hours worked: 100; miles driven: 1,165; calls/complaints investigated: 13; police/fire personnel assisted: 7/2; citizens assisted: 38; suspicious people/vehicles checked: 1/1; business checks: 168; traffic stops: 10; traffic citations issued: 3; warning citations issued: 7; arrests: 2. Traffic citations: speed: 1; seat belt: 1; one way rotary island: 1. Traffic warning: speed: 5; improper passing: 1; expired license plate: 1. Arrests: possession of marijuana: 1; drug paraphernalia: 1. Fines for Dec. were \$75.

Town Hall: Trustee Horvath read the Feb. report: the town hall was used for 3 meetings, 13x by groups, 5 rental – 3 for \$100 and 2 at no charge; general cleaning and setting up for meetings, groups and rentals; traveled to Home Depot for supplies; installed new batteries in all the candle lights; replaced florescent light in the outside flood light after the contractor repaired a fried wire; spoke with Stacy Burley concerning the kitchen door; total hours = 28.25.

Trustee Horvath stated that the light by the marquee has been repaired. LMRE came out and repaired one of the outside lights but stated that one of the outside lights that is not working may or may not be the township's. LMRE stated that they would repair that light and include the charge for that light with the other township street lights. The trustees did not think that that light was needed. Trustee Horvath stated that he would contact LMRE and request that they remove the light. Trustee Horvath stated that Stacy Burley will be repairing the gap at the bottom of the kitchen door. Trustee Horvath met with Medina Sign to check on an electronic sign for in front of the town hall; the cost would be \$15,000 for their smallest sign. The trustees felt that this was more than they wanted to spend.

Cemetery and Park: Sexton Marco's report: from 1/24-2/27 there were 2 funerals -one at Crow Corner Cemetery and one at Litchfield's Cemetery – at the same time. Sexton Marco thanked John Kollar for clearing the snow away from the grave sites and Trustee Wargo for helping at both locations; a funeral is scheduled for Tues.; there was 1 foundation request; several inquires regarding location of relatives' grave sites; inquiry from a Florida resident regarding purchasing a cemetery lot here - they were okay with the non-residents price. Trustee Wargo stated that the fence at Crow Corner Cemetery is missing sections and is in bad condition so she will obtain prices for a new fence. Trustee Wargo is still waiting for information from a supplier regarding the sealing of the drives at the Litchfield Cemetery. A tree needs to be replaced on the east line of Litchfield Cemetery. Trustee Wargo spoke with Ken Barth who plants behind the cemetery and told him that the township will be planting some grass behind the new barn. Trustee Wargo stated that she prefers that the grass in the cemetery is not sprayed for a few years since new grass seed does not seem to take due to the spray. Therefore, Trustee Wargo stated that she would like to see the township not renew its contract with Tru-Green. Fiscal Officer Shaw stated that the contract is not a continuing one but one that is renewed yearly. Trustee Pope stated that Tru-Green only sprays the cemetery twice and the seeds planted last fall came up since the spray does not kill the grass but fertilizes it. Trustee Pope stated that grass that is planted in summer which is out of season will not grow since grass should be planted in fall. Trustee Wargo stated that she spoke with someone from Tru-Green and he said that their spray did kill the new grass. Trustee Pope stated that this did not make

sense since their business is to fertilize grass and he thinks it is a good idea to keep the cemetery sprayed to keep the weeds down. Trustee Pope stated that Trustee Horvath had given him a name of another company who he contacted for a quote. That company quoted a price for 2 sprayings of the cemetery which was higher than Tru-Green charges for all the areas (park, triangles, fire station, museum, cemetery) they spray. Trustee Pope stated that if the township does not renew the contract for a few years then the prices will be raised when the township resumes the spraying. Trustee Horvath stated that he has voted against the spraying since the beginning because he did not feel that this is a good use of township money. Trustee Pope asked if Trustee Wargo still wanted the spraying to continue at the fire station. Chief Davis stated that the grass looks good there. Trustee Wargo stated that if the grass looks good now then it might be overkill to continue spraying it. Trustee Pope stated that he received the contract for this year for 2 sprayings of the cemetery, triangles, museum, park, fire station and that he received a donation of \$1254.54 to cover the contract. Trustee Wargo stated that she did not care where the money came from; she does not want to have the grass sprayed at the cemetery. Trustee Wargo suggested using the donation toward a new fence at Crow Corner Cemetery. Trustee Pope made a motion to accept the \$1254.54 donation to cover the cost for Tru-Green to fertilize the grass at the cemetery, fire station, park, triangles and museum; second by Horvath. Trustee Horvath stated that he does not want to use township money to fertilize the grass but is okay if someone wants to donate the money for the cost. Trustee Horvath stated that he has his yard fertilized and has been told that the yard is safe for his dogs. Trustee Pope stated that the company places signs when they spray stating that the grass has just been treated. Trustee Wargo stated that she has never seen these signs. Trustee Pope stated that he feels the township needs to continue with the contract in order to keep the lower cost since the price may be raised if the township discontinued the service for a year or two. Trustee Wargo stated that she still has a problem with chemicals being put down on those locations. Roll call on the motion: Voting yes: Horvath and Pope. Voting no: Wargo. Motion carried.

Zoning: ZI Noderer was not present but sent this report: For the month of Jan: site visits: 1; meetings attended: 1; miles driven: 34; zoning certificates issued: 0; lot split: 5 acre lot split from 48.6677 acres at 10315 Norwalk Rd. Zoning violations: 8109 Branch Rd – case #15CIV0677; 9940 Norwalk Rd. - monitoring compliance; 9696/9706 Crow Rd. - zoning certificates pending MCE ECSW permit; monitor use status of the building south of the creek; 3933 Avon Lake – solid waste removal monitored by MCHD - Follow-up inspection Feb. 2017; 8963 Spieth Rd. - Case #16 CIV 0711 – Order to clean up by 6/9/17; 8991 Stone Rd.– mobile home used for home business without permits – monitor discontinued usage. Trustee Horvath stated that Judy Emerick submitted a letter of resignation from the BZA. Trustee Horvath made a motion to accept the resignation of Judy Emerick from the BZA; second by Pope. Voting yes: Horvath, Pope, Wargo. Motion carried. Trustee Horvath stated that the board interviewed Dan Ankney before tonight's meeting who applied for either the zoning board or the BZA. Trustee Horvath thought that Dan would be best on the BZA and that the need is greater on the BZA. Trustee Pope stated that Dan would be good on the BZA and he is willing to attend trainings.

Trustee Horvath made a motion to appoint Dan Ankney to the 5 year term on the BZA; second by Wargo. Voting yes: Horvath, Pope, Wargo. Motion carried. Trustee Horvath stated that there is a Public Hearing on the text amendments on Monday, March 6th at 5 p.m. Trustee Pope stated that the MC Planning Department is holding a final meeting on the Stone Rd. development on Wed., March 1st at 6:30 p.m.

Trustees: Trustee Wargo stated that the board needed to discuss the sheet from the county engineers regarding requirements for driveways for townships. Currently Litchfield's requirement for driveway pipe is "existing ditch line"; some townships use "township decision." Trustee Horvath stated that he would like it if the new Stone Rd. development was done with the ditches pushed back. Trustee Pope stated that as the township works on township road ditches, we are always trying to push the ditches back in order to establish road berms. The trustees discussed whether to keep the drive pipe length at 30' or change it to 25' since drives to back lot properties only have 25' lengths. The trustees discussed the fact that if new drive pipes were required to be set back there may be a zig-zag pattern on the road so it might be better to wait until the entire road would get new setback ditches. Trustee Pope stated that the township may want to push back the ditches on that section of Stone Rd. before the new development/houses are started. The trustees decided to keep the permit requirements as listed on the Medina County Permit Requirement list. The trustees discussed the issue with allowing or not allowing residents to concrete and/or pave their driveway to the road. This has been an issue in the past when the township does road ditch work. Trustee Horvath made a motion to adopt Resolution 9-17 that on all driveways one cannot have concrete or asphalt on the township right of way; second by Pope. Trustee Wargo stated that she did not agree with not allowing asphalt. Trustee Horvath stated that this would save the township money when pushing back ditches. Trustee Pope suggested that if homeowners put concrete or asphalt to the road, they would be required to pay for their own paving/concrete if removed during ditch work. There was a question on who would monitor if a driveway was already concreted or asphalted before this resolution was passed. The trustees decided that this issue needed to be investigated further. Roll call on the motion: Voting no: Horvath, Pope, Wargo. Motion failed. Trustee Wargo stated that she went to the post office annex to have her mail held while on vacation and was told that they are too crowded there so Litchfield mail is being taken care of by the main post office on Rt. 42. Trustee Wargo stated that the township needs to be pro-active on getting the post office back to Litchfield. Trustee Wargo stated that Dan Becker from the MC Engineers Office told her that the road bids will now be sent to the engineers first who will look them over and then send the trustees the good/correct bids. Trustee Wargo stated that the SPCA sent a letter informing the trustees that they took in 33 animals from the township with expenses totaling \$7016.13. If not \$7016.13, Trustee Wargo asked how much the trustees wanted to send to the SPCA. Trustee Horvath suggested \$500. Trustee Pope stated that people should take care of their own animals. Trustee Wargo asked the audience members if the township should send money to the SCPA; no one said yes. Trustee Wargo stated that the Buckeye Local School District will be holding Buckeye Day on March 4th.

Fiscal Officer: The trustees received their monthly reports and signed the bank reconciliation statement. Fiscal Officer Shaw stated that Joel Bender from Whitaker Myers will be attending the March 27th meeting. Trustee Pope stated that he had contacted Joel to question him about the insurance coverage for some of the equipment. Fiscal Officer Shaw stated that the trustees received a copy of the permanent appropriations. Trustee Horvath made a motion to adopt Resolution 8-17 Permanent Appropriations; second by Wargo. Voting yes: Horvath, Pope, Wargo. Motion carried. Trustee Pope stated that the auditors suggested the trustees adopt a “proper public purpose” policy so he asked other townships; Montville's Fiscal Officer sent their resolution as an example. Trustee Pope stated that ice cream socials, awards, and township clean up days should be added to the resolution. Trustee Pope made a motion to adopt Resolution 10-17 to expend funds for the proper public purpose of providing food and non-alcoholic beverages and supplies for use in the township buildings, recognition awards and operating expenses for ice cream socials and other board approved events; second by Wargo. Voting yes: Horvath, Pope, Wargo. Motion carried.

Old Business: Trustee Wargo asked the status of the new website. Trustee Horvath stated that it is progressing well and the former webmaster is co-operating with Regina.

New Business: Chief Davis asked if township funds could be used if the department wanted to put out a flier/newsletter with department/recruiting information. Trustee Horvath stated that the department would need to have the board approval before distributing it. Trustee Pope stated that the fire station parking lot needs to be torn up and redone so he thinks estimates should be obtained. Chief Davis stated that there is a need to stop buses and trucks from turning around in the parking lot and farm trucks from going back to the gas wells which cause wear and tear on the paving. Chief Davis stated that the loaded salt trucks also add to the wear and tear. Trustee Horvath stated that the trustees should start saving money toward the expenses because the money needs to come out of the Fire/EMS Fund since the mortgage payment comes out of the General Fund. Trustee Horvath stated that it may be time to begin thinking of working on the Comprehensive Plan again.

Correspondence and Communications: There were no correspondences or communications.

Public Comment: There were no public comments.

Trustee Wargo made a motion to adopt Resolution 7-17 to amend appropriations; second by Pope. Voting yes: Horvath, Pope, Wargo. Motion carried.

Trustee Wargo made a motion to approve Purchase Orders 1-17 to 9-17 and Blanket Certificates 40-17 & 41-17 and authorize payment of vouchers 24590-24661; second by Horvath. Voting yes: Horvath, Pope, Wargo. Motion carried.

Trustee Wargo made a motion to adjourn; second by Horvath. Voting yes: Horvath, Pope, Wargo. Motion carried. Meeting adjourned at 9:00 p.m.