

**LITCHFIELD BOARD OF TRUSTEES
SPECIAL MEETING
JAN. 3, 2017**

The Litchfield Township Board of Trustees met in Special Session on Tuesday, Jan. 3, 2017, 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 Wargo present. There was an audience of 6. All stood to recite the Pledge of Allegiance.

Fiscal Officer Shaw stated that the first order of business was the appointment of the chairman. CHAIRMAN: Trustee Horvath made a motion to nominate Nancy Wargo as chairman for 2017; second by Pope. Voting yes: Horvath, Pope, Wargo. Motion carried.

Trustee Horvath made a motion to nominate Michael Pope as vice-chairman for 2017; second by Wargo. Voting yes Horvath, Pope, Wargo. Motion carried.

Trustee Wargo made a motion to go into executive session to discuss compensation of road personnel at 6:02; second by Pope. Voting yes: Horvath, Pope, Wargo. Motion carried. Trustee Wargo asked Jim Meermans to join the trustees. Trustee Wargo made a motion to end the executive session and reconvene the special meeting; no decisions were made; second by Horvath. Voting yes: Horvath, Pope, Wargo. Motion carried. Meeting reconvened at 6:35 p.m.

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

BUSINESS MEETINGS AND SCHEDULE OF PUBLIC MEETINGS: Fiscal Officer Shaw explained the scheduling and posting policy for regular, special and emergency meetings. Trustee Wargo made a motion to adopt Resolution 01-17 Schedule of Public Meetings; second by Horvath. Voting yes: Horvath, Pope, Wargo. Motion carried.

PERSONNEL APPOINTMENTS AND SALARIES:

ROAD SUPERINTENDENT: Trustee Wargo stated that she would like to remain as road superintendent. Trustee Horvath made a motion to adopt Resolution 02-17 designating Trustee Wargo as road superintendent and is allowed to spend up to \$3000 on roads at her discretion without prior board approval; second by Pope. Voting yes: Horvath, Pope, Wargo. Motion carried.

Sexton: Trustee Wargo stated that Sue Marco would like to remain as cemetery sexton. Trustee Wargo stated that since the trustees raised the price of a cemetery lot, Sue should receive a pay raise. Trustee Pope stated that previous sextons never received an hourly pay rate in addition to their monthly wage. Trustee Wargo stated that the hourly rate does not cover every job and that Sue has not received a raise in her monthly stipend. Trustee Pope stated that when the trustees raised the price of the cemetery lots, the sexton made extra money on the increase in cemetery lot sales. Trustee Horvath agreed. Trustee Wargo made a motion to retain Sue Marco as cemetery sexton and raise the sexton pay rate from \$125/month to \$130/month, \$40/lot sold and minimum wage for hourly work; second by Pope. Voting yes: Horvath, Pope, Wargo. Motion carried.

TOWN HALL MANAGER: Trustee Horvath stated that it has been 2-3 years since Patti DiStaulo has received a raise. Trustee Pope stated that he agreed and that in 2012 the town hall manager made between \$900 - \$1200/month and Patti does the work for \$200 - \$400/month.

Trustee Wargo asked if the town hall is being used as much now as it was in 2012. Trustee Pope stated that he thinks it is. Trustee Horvath stated that he would like to give Patti a \$.50/hr raise; Trustee Pope stated that he would like to give Patti a \$1/hr. raise. Trustee Horvath made a motion to approve Patti DiStaulo receiving a raise from \$11.50/hr to \$12/hour; second by Wargo. Voting yes: Horvath, Pope, Wargo. Motion carried.

PERSONNEL POLICY: Trustee Horvath made a motion to keep the personnel policy the same: hourly rate a minimum of \$8.50/hour for part-time general labor averaging thirty-two hours per week or less, minimum wage for student help, 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 Wargo. Voting yes: Horvath, Pope, Wargo. Motion carried.

ZONING INSPECTOR: Trustee Horvath made a motion to retain Eric Noderer as Zoning Inspector with the pay rate of \$800/month; second by Wargo. Voting yes: Horvath, Pope, Wargo. Motion carried.

ZONING: Trustee Horvath made a motion to retain Christina Fozio as Zoning Secretary with the pay rate of \$400/month + \$200/additional monthly meeting whether zoning board or BZA and \$50/BZA organization meeting, to compensate zoning board and BZA members and the alternates to the boards \$30/meeting and \$35/meeting for the board chairs and \$10 for attending workshops and work sessions to be paid annually in Dec., and 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 Pope. Voting yes: Horvath, Pope, Wargo. Motion carried.

ZONING COMMISSION AND APPEALS BOARD MEMBER APPOINTMENTS

Trustee Horvath stated that John Metter, Jr. sent a letter asking to retain his seat on the BZA, Frank Chung sent a letter resigning from the zoning board and Roy Norris stated that he wished to remain an alternate to the zoning board. Trustee Horvath stated that he did not receive any phone calls from the sign posted asking for applicants to the boards. Trustee Horvath made a motion to appoint John Metter, Jr. to the BZA for a 5 year term. The motion died for a lack of a second. Trustee Horvath stated that the trustees will be looking for applicants for the zoning board and the BZA. Trustee Horvath made a motion to appoint Roy Norris as an alternate to the zoning board for 2017; second by Wargo. Voting yes: Horvath, Pope, Wargo. Motion carried.

Trustee Wargo made a motion to give Jim Meermans a \$.50/hr raise for a yearly raise and once he is proficient and has done some work on the backhoe consider another raise. The motion died for a lack of a second. Trustee Pope asked if the other road crew members would be considered for a raise. Trustee Wargo stated that Bill Marks and John Kollar just received raises but not Brandon Tompkins. Trustee Pope asked what the percent increase would be with a \$.50/hour raise since the county gave their workers a 2% raise. Trustee Wargo made a motion to give Jim Meermans a \$.50/hr raise from \$16.50/hr to \$17/hr; second by Horvath. Voting yes: Horvath, Pope, Wargo. Motion carried. Trustee Wargo stated that Brandon has been with the township for over 5 years and he does the road ditch mowing so she would like to give him a raise. Trustee Pope stated that he was thinking of the other road crew members and that John does whatever he has been asked to do. Trustee Wargo stated that John does not operate the larger equipment. Trustee Wargo made a motion to give Brandon Tompkins a \$.50/hr raise going from \$11/hr to \$11.50/hr; second by Horvath. Voting yes: Horvath, Pope, Wargo. Motion carried.

FIRE AND RESCUE DEPARTMENT PERSONNEL AND COMPENSATION

Trustee Pope asked Chief Davis if he wanted any changes to this section. Chief Davis stated that times need to be listed for holiday pay on New Year's Eve to New Year's Day and for the other holidays. Trustee Pope made a motion to accept the following for fire and rescue

department personnel and compensation: Fire Chief - \$1200/month; EMS Captain - \$175/month; Fire Captain - \$300/month; Lieutenant - \$80/month; Lieutenant - \$175/month, the 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., and the 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; second by Horvath. Voting yes: Horvath, Pope, Wargo. Motion carried. Trustee Pope made a motion that the officers remain the same as last year: Fire Chief – Jason Davis, EMS Captain – Pam Kean, Fire Captain – Dave Yorke, Lieutenant – Art Butcher, Tom Perkins and Deb Yorke; second by Horvath. Voting yes: Horvath, Pope, Wargo. Motion carried.

ZONING FEES: ZI Noderer stated that he did not think the trustees needed to make any changes to the current zoning fee schedule:

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 (up to 800sf) \$50
3. house addition, residential accessory buildings & additions (over 800sf) \$100
4. residential deck, porch, patio & other misc. structures (exceeding 144sf) \$50
5. residential above ground pool \$25
6. residential in-ground pool including fence \$50
7. fence \$20
8. pond/lake \$50
9. site plan review application (zoning certificate not included) \$400
10. site construction principal commercial, industrial, or conditional building \$300
11. each addition to principal bldg (commercial, industrial, conditional) up to 144sf \$50
12. each addt to principal bldg(commercial, industrial, conditional)exceeding 144sf \$300
13. business use occupancy; commercial land area business use \$50
14. commercial sign \$50
15. temporary commercial sign (each 90 day period) \$15
16. temporary trailer usage - 1st 6 months \$120; each additional 3 month period up to 1 year \$60
17. map/text amendment, use/area variance, or conditional use applications \$400
18. administrative appeal to the Board of Zoning Appeals \$400
19. home occupation No Fee
20. zoning resolution or comprehensive plan book \$10
21. zoning certificate issued after work started will be charged a double fee

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

TOWN HALL RENTAL: Trustee Horvath 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; 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 Wargo. Voting yes: Horvath, Pope, Wargo. Motion carried.

CEMETERY FEES: Trustee Pope stated that since labor costs have gone up and we are low on our current foundation fees, he thinks the fees should be raised by \$50. The trustees agreed that other cemeteries have higher foundation fees. Trustee Wargo 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 Mon – Fri., \$375 on Sat. and \$500 on Sun., ashes in a vault the same as infant burial, 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: Horvath, Pope, Wargo. Motion carried.

COPIES AND MILEAGE REIMBURSEMENT: Trustee Wargo 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 and to keep the policy of reimbursing mileage at the current IRS rate; second by Pope. Voting yes: Horvath, Pope, Wargo. Motion carried.

2017 APPROPRIATIONS: Fiscal Officer Shaw stated that these are temporary appropriations to begin the year. Trustee Wargo made a motion to adopt Resolution 3-17 Township Temporary Appropriations; second by Pope. Voting yes: Horvath, Pope, Wargo. Motion carried.

TOWNSHIP POLICIES: Fiscal Officer Shaw reviewed the written policies regarding cell phones, township vehicles, travel reimbursement, credit cards, and disasters. Fiscal Officer Shaw stated that the auditors suggested the trustees adopt a proper public purpose policy and that mileage reimbursement needs to be reimbursed according to documentation established in the employee handbook. Trustee Pope stated that other townships should be contacted about their proper public purpose policy. Trustee Wargo made a motion to adopt Resolution 4-17 Township Policies changing the last sentence of Travel Reimbursement to read: Meals will be reimbursed up to a rate of \$30/day with documentation of receipts and with the future addition of a proper public purpose policy to be discussed at a future meeting; second by Pope. Voting yes: Horvath, Pope, Wargo. Motion carried.

Trustee Pope made a motion to adopt Resolution 5-17 Request for Tax Advances; second by Wargo. Voting yes: Horvath, Pope, Wargo. Motion carried.

Trustee Wargo stated that Dan Becker called with an engineer's estimate for the section of Yost Rd. at the north jog of Crow to W. Dunham. Trustee Horvath stated that the trustees should wait until the regular Jan meeting to discuss the estimate.

PUBLIC COMMENT: ZI Noderer asked if the trip odometer setting could be used for measuring mileage. Debbie Hook stated that she looked over the road crew time sheets and wondered why someone would take a number of days to work on a road mower and why it took 5 hours to wax the road mower and make phone calls. Debbie stated that someone with a lower pay rate should do this work. Trustee Wargo thanked Debbie for her opinion.

ADJOURN: Trustee Wargo made a motion to adjourn; second by Horvath. Voting yes: Horvath, Pope, Wargo. Motion carried. Meeting adjourned at 7:52 p.m.

RECORDS COMMISSION ANNUAL MEETING

Jan. 4, 2016

Chairman Pope and Fiscal Officer Shaw met at 8:29 p.m. Fiscal Officer Shaw stated that all records are scheduled and there are no changes at this time. The meeting was adjourned at 8:30 p.m.