

LITCHFIELD BOARD OF TRUSTEES
REGULAR MEETING
February 26, 2018

The Litchfield Township Board of Trustees met in regular session on Monday, February 26, 2018, at the Litchfield Town Hall after the requirements of the Sunshine Law were met by notification and posting. Chairman Horvath called the meeting to order at 6:00 p.m. with Trustees Pope and Reynolds present. There was an audience of 15. All stood to recite the Pledge of Allegiance. Trustee Pope made a motion to approve the minutes from the Jan. 22nd regular meeting as written; second by Reynolds. Voting yes: Reynolds, Pope, Horvath. Motion carried. Trustee Pope made a motion to approve the minutes from the Feb. 15th special meeting as corrected; second by Reynolds. Voting yes: Reynolds, Pope, Horvath. Motion carried. Chief Davis stated that there was a new person joining the fire department. Chief Davis swore in Ross Woessner as a member of the Litchfield Fire and Rescue Department. Trustee Horvath made a motion to hire Ross Woessmer for the fire department; second by Pope. Voting yes: Reynolds, Pope, Horvath. Motion carried. Trustee Horvath made a motion to recess the meeting at 6:07 for 10 mins. to enjoy refreshments; second by Pope. Voting yes: Reynolds, Pope, Horvath. Motion carried. Trustee Horvath made a motion at 6:18 to reconvene the regular meeting; second by Reynolds. Voting yes: Reynolds, Pope, Horvath. Motion carried.

Fire and Rescue: Chief Davis' report: from 1/19 - 2/23 there were 15 medical emergency calls and 3 fire calls. We received mutual aid once from Erhart and gave mutual aid three times to Chatham for fire calls, once to Spencer for a fire call, and once to Erhart. Chief Davis held the officers meeting on Jan. 25th. President Strickland held the Fire Association meeting on Jan. 25th and on Feb. 22nd where final plans were made for the April 8th pancake breakfast. Once again, the Red Cross will hold a blood drive during the breakfast and donors will receive a free pancake breakfast. The Fire Association decided to again sponsor a T-ball team and voted to donate an AED to the Litchfield Ball Park. The Masons donated \$2000 to the Fire Association; the Masons are disbanding. Chief Davis thanked the Masons for always helping out at the pancake reakfasts and stated that they will be greatly missed. Fire training conducted by Capt. Yorko was held on Feb. 1st and was on forced entry. Chief Davis attended the OTA Conference in Columbus where he attended good informative sessions. Lt. Yorko held work night on Feb. 8th where building maintenance was performed. Chief Davis attended the chiefs' meeting on Feb. 15th at EMA. Capt. Kean held EMS training on Feb. 15th on skills such as CPAP, LUCAS, and advanced airways. The committee has been meeting with vendors from Pierce, Sutphen, KME and Midwest Fire on specking out a replacement for 42-1, the tender/tanker pumper. Lt. Yorko has written several grants for the radio equipment that the department will be needing; it will take months before the department will hear anything back regarding the grants. The BWC FEEG grant for an exhaust removal system was approved and the system will be installed at the station beginning this Wednesday. There is one more applicant going through the hiring process and will probably be ready to be sworn in at the next trustees' meeting. There was a

small roof leak in the bay area on the south side of the building; the area has been patched once before. Someone will be contacted to come out and repair it. A number of the SCBAs and hoses that were discarded last month were donated to the MCCC Safety Service class. Some of the new fire department members may attend a VFF course and possibly a first responder course in March and April. Litchfield will be hosting a class on March 18th and 25th that is being put on by the Medina County Fire Chiefs' Association and will be on small town fire ground operations. Chief Davis asked the board's approval for department members to attend the FDIC in Indianapolis on April 26-28 at a cost of 1 night in a hotel and \$75/person registration fee. The trustees discussed how much could be spent for training with the chief's approval before he needed to come before the board. In the employee handbook, the dollar amount is \$300. Trustee Pope made a motion to change in the Employee Handbook Section 7.6 under

Training/Education Expenses to read "Request for approval over \$500/attended must be submitted ..." ; second by Horvath. Voting yes: Reynolds, Pope, Horvath. Motion carried.

Trustee Horvath asked the board's thoughts on the department attending the FDIC. Trustee Reynolds stated that he was okay with the township paying the expenses for the FDIC. Trustee Pope stated that it is a good idea especially allowing those attending to see the vendors at the trade show. Trustee Horvath made a motion to approve the fire department members to go to the FDIC on March 26-28 paying for 1 night in a hotel, mileage, meals up to \$30/day and registration fees; second by Reynolds. Voting yes: Reynolds, Pope, Horvath. Motion carried.

Fiscal Officer Shaw stated that Federal Field Services sent the annual siren maintenance agreement. Trustee Pope made a motion to renew the maintenance agreement with Federal Field Services; second by Horvath. Voting yes: Reynolds, Pope, Horvath. Motion carried.

Trustee Pope stated that Dan Bodette had noted that work needed to be done around the Vandemark Rd. siren and the Spieth Rd. siren. Trustee Pope stated that Jim will cut the brush around the Vandemark Rd. siren and the pine trees by the Spieth Rd. siren; MC Sanitary Engineer's permission was obtained first. Fiscal Officer Shaw stated that information for the renewal of the Provident Insurance for the fire department members arrived. Trustee Pope stated that it is good to have this policy for the fire fighters. Trustee Horvath made a motion to renew the Provident Insurance policy locking in the rate for 3 years; second by Reynolds. Voting yes: Reynolds, Pope, Horvath. Motion carried.

Roads: Trustee Horvath made a motion to go into executive session for employee compensation at 6:44 p.m.; second by Pope. Voting yes: Reynolds, Pope, Horvath. Motion carried. Trustee Horvath made a motion to end the executive session and reconvene the regular meeting at 7:05 p.m.; second by Pope. Voting yes: Reynolds, Pope, Horvath. Motion carried. Trustee Horvath stated that no decisions were made. Trustee Pope read the road report from 1/20 – 2/23: inspected the fire extinguishers; stacked 300 ton of salt in the bin; 1 ash burial; cut up 4 trees (Brooker, Shank, 2 on Yost); rotated the cutting edge and replaced the broken shoe post on the red International truck; took red International truck to General Maintenance for check engine and ABS lights; drained water from outside wall tanks around the fuel tanks at the garage. Trustee Pope stated that he received a call on Feb. 22nd that a downed tree was blocking

½ of Yost Rd. so he moved the tree off the road and cut it up. Trustees Pope and Reynolds attended an Asphalt/Pavement Preservation Seminar presented by Stauser Construction Inc. Trustee Reynolds stated that it was a good class. Trustee Horvath asked if Trustee Pope checked the hole on the side of Shank Rd.; a resident had contacted him about it. Trustee Pope stated that he and Jim looked at the hole which is in the cross culvert area although they couldn't see a hole in the culvert itself. However, when he and Dan Becker from the Engineer's Office, met there today he noticed that the hole had grown much bigger since Friday. Dan stated that the culvert pipe is in good shape although there is rust on it. Dan suggested digging the pipe out and patching it if necessary. Dan also recommended getting 2 blocks and making a head wall and back filling there which should extend the life of the pipe for 10 years. Trustee Pope asked Jim to fill the hole today which will be a temporary fix until the pipe work could be done this summer. Trustee Pope stated that at the Jan. meeting he spoke about road berming equipment. At the OTA Conference in Columbus he met with Denise Gumbita, a Chatham Trustee, who thought it would be a good idea to share services with Litchfield using Chatham's road grader in exchange for Litchfield loaning Chatham our employee with the dump truck. Trustee Pope stated that he would like to see work done on the berms of the roads which will be chip and sealed this year. The trustees discussed the idea of shared services. Fiscal Officer Shaw asked if our employees are paid by us and other townships pay their own employees and Trustee Pope said yes. Nancy Wargo stated that there are articles in the OTA Magazine regarding shared services. Trustee Pope stated that berming is hard work, it is hard work shoveling the berming material from the back of the dump truck. Trustee Pope contacted the county regarding their equipment for berm work and they said they don't own an actual bermer they just use a salt spreader which they altered. Trustee Horvath asked if the county would help us with berm work since they do work for York Township. Trustee Pope stated that there is a hydraulic belt material handler which attaches to the back of the truck like a salt spreader and spreads the berm material. Trustee Pope spoke with Dexter Co. at the OTA Conference about the equipment and he also spoke with Paul, the Brunswick Hills road supervisor, about equipment from Concord which is more expensive. Trustee Pope stated that the rep from Judco said that our truck could handle this type of equipment from Dexter and that Concord's equipment was good but costly. Trustee Pope stated that he spoke with Jim Baker, road superintendent from Madison Township Richland County, who has Dexter equipment and thinks it is good equipment. Trustee Horvath asked the cost of the equipment. Trustee Pope stated that the total cost is \$11,130.00. Trustee Horvath stated that he likes the idea of purchasing this equipment but he would like to see if the county would help us this year with berming and purchase the equipment next year. Trustee Reynolds stated that we should maybe check with Chatham on shared services. Trustee Horvath stated again that the trustees should check with the county to see if they would be willing to help us this year. Trustee Pope asked that if the county is not able to help then what will the township do; he thinks the equipment should be ordered now since it is already February. Trustee Pope did not think that the cost was too much for this type of equipment. Trustee Reynolds stated that he would like for the township to have this

equipment but would like to see if Chatham would like to split the cost of it. Mitch Hook stated that many roads have water trapped on the berms so if the berms are not taken care of the road work will be more expensive. Chief Davis asked if the spreader could be used with different materials. Trustee Pope stated that it can be used for a number of materials. Jim stated that now would be the time to purchase the spreader since the truck would be gone for a while for the installation. Trustee Pope made a motion to purchase a hydraulic truck conveyor Model 1200 with a stow-able leveling assembly and the recommended options from Dexter Company for \$11,130; second by Reynolds. Voting yes: Reynolds and Pope. Voting no: Horvath. Motion carried. Trustee Pope stated that he spoke with Wheeling & Lake Erie Co. and asked them to check the railroad crossing especially the one at Erhart Rd. and to pick up the old railroad ties. The trustees signed the annual Township Road Certification paperwork.

Safety: Trustee Pope attended the Safety Council Meeting on Feb. 20th on active shooter training.

Police: For the month of Jan.: days worked: 22; hours worked: 95; miles driven: 1,107; calls/complaints investigated: 6; police/fire personnel assisted: 3/1; citizens assisted: 18; suspicious people/vehicles checked: 1/3; business checks: 154; traffic stops: 6; traffic citations issued: 3; warning citations issued: 3; arrests: 0. Traffic citations: speed: 3. Traffic warning: speed: 3. Trustee Reynolds stated that there is a recall for the rear suspension tow link of the deputy car so it will be taken for repair later this month.

Town Hall: Trustee Reynolds read the Jan. report: the town hall was used for 2 meetings and 17x by groups; there were 2 rentals at no charge; removed and stored Christmas decorations from the circle; ordered and picked up rental agreements from Repro Depot; bought lettering from Staples for marquee; general cleaning of buildings; shoveling and salting of walkways; setting up and breaking down for meetings; total hours: 26.5. Trustee Reynolds stated that he is checking into the sealing of the town hall outside walls and a new letter board.

Cemetery and Park: Trustee Pope read the Feb. report: there were 5 funerals and no lot sales; 2 requests for footer (1 paid; 1 pending); 12 new sheets of plywood purchased for ground protection. Trustee Pope stated that Tru-Green sent their contract for lawn treatments for the grass at the cemetery, fire station, park, historical building and traffic triangles at a total cost of \$1285.88. Trustee Pope made a motion to hire Tru-Green for lawn service for 2018 for \$1285.88; second by Reynolds. Trustee Horvath stated that he does not believe that township money should be used for this service. Voting yes: Reynolds and Pope. Voting no: Horvath. Motion carried. Trustee Pope stated that he has been checking into a tombstone jack which would lift up to 1600# since many of the tombstones in the cemeteries are "off kilter." Five foundations were repaired last year for a cost of \$1700. Trustee Horvath stated that there are a number of headstones that need to be fixed. Trustee Reynolds stated that it would be a good idea to purchase this since money was spent last year repairing foundations. Trustee Pope made a motion to purchase a tombstone jack system from Elite Products for \$2999.99; second by Horvath. Voting yes: Reynolds, Pope, Horvath. Motion carried. Trustee Pope stated that he ordered a new rope for the flag at the circle and some new flags to use there. When the large

flag was lowered to half staff someone (maybe a resident?) raised the flag higher and it caught in the wires and ripped when the flag was lowered. Trustee Pope went to TSC and purchased a 4x6 and a 8x12 flag to use at the park whenever a flag needs to be lowered to half staff. Trustee Reynolds stated that the \$170 large flag was damaged by whoever raised the flag that day. Trustee Pope stated that he spoke with Joel Bender from Whitaker Myers regarding how the park land would affect our insurance premium. Joel stated that the insurance premium could be raised depending on what is located there, for example, a skateboard park, a shooting range, etc. If playground equipment is placed there ADA equipment would need to be included.

Zoning: ZI Noderer was not present but sent a report for Jan.: site visits: 2; meetings attended: 4; miles driven: 207; 1 zoning certificate issued: accessory building. Lot split: 0. Zoning violations: 8109 Branch Rd – Case #15CIV0677; #16CA0083 decision of the court of appeals remanded back to the Medina Common Pleas Court; 9696/9706 Crow Rd. - zoning certificates pending MCE ECSW permit, monitor use status of the building south of the creek; 8676 Norwalk – outside storage of “portable toilet units” for Type 2 Home Occupation Business, referred to the MC Prosecutor Office, partial compliance (prosecutor reminded to proceed again); 8963 Spieth Rd. - Case #16 CIV 0711 – MCHD vs Bates, follow up on permanent injunction compliance. Trustee Horvath stated that the township won the appeals case for 8109 Branch Rd. but the case is going back to the Common Pleas Court. Trustee Horvath stated that Gayle Martin expressed an interest in the seat on the BZA currently held by Anne Seitz; Gayle stated that there had been a time constraint when she was on the zoning board. Trustee Horvath made a motion to accept Anne Seitz's resignation letter from the BZA; second by Pope. Voting yes: Reynolds, Pope, Horvath. Motion carried. Trustee Horvath made a motion to accept the letter of intent from Gayle Martin for the BZA filling Anne Seitz term; second by Pope. Voting yes: Reynolds, Pope, Horvath. Motion carried. Trustee Pope stated that the trustees need to meet to finish the work on the zoning text amendments. Trustee Horvath made a motion for a special meeting on March 10 at 10:00 a.m. at the town hall to go over the zoning text amendment changes; second by Pope. Voting yes: Reynolds, Pope, Horvath. Motion carried.

Trustees: Trustee Pope stated that he attended the Litchfield Fire Association meeting on Feb. 22nd. He was elected to the Medina County Solid Waste Policy Committee as the 2nd alternate representing Medina County Townships. Trustee Pope thanked the Masons for a donation of \$2000 to the township for the use of the town hall for their meetings over the years.

Fiscal Officer: Fiscal Officer Shaw stated that the trustees received their monthly reports and signed the bank reconciliation statement. Fiscal Officer Shaw stated the annual renewal with CareWorks who handles our worker's comp, was received. Trustee Pope made a motion to continue with CareWorks for our worker's comp coverage; second by Reynolds. Voting yes: Reynolds, Pope, Horvath. Motion carried. Trustee Pope made a motion to adopt Resolution 8-18 for Permanent Appropriations; second by Reynolds. Voting yes: Reynolds, Pope, Horvath. Motion carried. The trustees and Fiscal Officer Shaw reviewed the paperwork received from Whitaker Myers making any updates and changes to the insurance from the Ohio Plan.

Old Business: Trustee Pope stated that at a special meeting on Feb. 13th the trustees passed a resolution allowing carry conceal in township buildings but did not deal with township employees. Trustee Pope stated that he thought that if a township employee has a valid carry conceal license they should be allowed to carry on the job, in the trucks and into residences' homes. Trustee Reynolds stated that he was not comfortable with allowing fire department members carrying into residents' homes but he was okay with the road crew carrying on the job. Trustee Pope made a motion to allow all township employees with a valid carry conceal license to carry while working. The motion died for lack of a second. Trustee Reynolds again stated that he was not comfortable with employees going into residences with their carry conceal weapon. Chief Davis asked what the difference was between allowing the road crew having their carry conceal on the roads but not the fire department members. Trustee Reynolds stated that he did not want employees going into residences while they have their carry conceal on them. Chief Davis stated that he was unable to attend the special meeting since it was held during the day but there is a lock box on each squad and the department members are not allowed to carry into the hospital. Chief Davis stated that they have responded to calls that the dispatcher did not inform them was a dangerous situation. Chief Davis asked what he should do with his carry conceal weapon if he is out driving and is called to the station. Chief Davis wondered if the trustees worried about the department members brandishing the weapon or someone in the house taking the weapon. Mitch Hook asked if Trustee Reynolds would be okay if the department members placed their weapons in a lock box on the squad before entering into a residence. Trustee Reynolds stated only if there was a guarantee that the weapon was locked in a vehicle. Trustee Horvath stated that he would need to see lock boxes installed on the squad and at the station before he could vote on a motion. Chief Davis stated that he could have the lock boxes installed quickly. Trustee Horvath made a motion to adopt Resolution 10-18 allowing all township personnel with a valid carry conceal weapon license to carry in township buildings and township vehicles but not into private residences; second by Reynolds. Voting yes: Reynolds, Pope, Horvath. Motion carried.

New Business: Trustee Pope stated that in discussion with Jim about the employee handbook Jim asked that the township work week be changed from Sunday to Saturday making the work week from Saturday to Friday since time sheets are turned in on a Friday. The trustees agreed. Trustee Pope made a motion to change the Litchfield employee handbook Section 5.1 workweek from **Sunday to Saturday to Saturday to Friday**; second by Horvath. Voting yes: Reynolds, Pope, Horvath. Motion carried. Trustee Pope stated that the township carry conceal policy will need to be included in the handbook. Trustee Pope stated that in order to save the township money he renegotiated the trash contract which expires in March. After notifying Republic that he had contacted another company, Trustee Pope stated that Republic dropped their rate lower than the other company giving the township a savings of over \$831/year. Trustee Pope made a motion to sign a 3 year contract with Republic for trash pick-up; second by Horvath. Voting yes: Reynolds, Pope, Horvath. Motion carried. Mitch stated that since there are not many trainings offered for BZA members he wondered if the board would allow BZA

members to attend other townships' BZA meetings and receive compensation for attending. The trustees agreed that this would be a good idea.

Correspondence and Communications: There were no correspondence or communications.

Public Comment: Nancy Wargo stated that she objects to Tru-Green putting products in the park and cemetery since Tru-Green has problems with putting things down that are harmful to people. Don Rupanovic asked if it was okay to carry with a valid license in township buildings and the trustees stated that it was. Don stated that the trustees need signs posted stating this.

Trustee Horvath made a motion to adopt Resolution 9-18 to amend appropriations; second by Reynolds. Voting yes: Reynolds, Pope, Horvath. Motion carried.

Trustee Horvath made a motion to approve Purchase Orders 6-18 to 12-18 and Blanket Certificates 41-18 & 42-18 and authorize payment of vouchers 25443-25520; second by Pope. Voting yes: Reynolds, Pope, Horvath. Motion carried.

Trustee Horvath made a motion to adjourn; second by Reynolds. Voting yes: Reynolds, Pope, Horvath. Motion carried. Meeting adjourned at 9:18 p.m.